



# Historic Preservation Board of Gallatin County

## Preservation Grant Application Procedures

The Historic Preservation Board of Gallatin County awards small grants to support historic preservation projects that promote the county's cultural heritage and hold historical significance. This document outlines the guidelines, duties, and terms associated with these grants. It is important to note that the contents of this document should not be construed as a commitment on the part of the HPBGC to grant awards. The HPBGC reserves the right to modify, amend, remove, and introduce new rules and conditions at its discretion.

### Application Required:

A completed Preservation Grant application is required to the HPBGC prior to the award of a grant. All forms must be completed and submitted to be eligible. Please type the application materials and avoid hand-written applications.

### Grants Cycle:

Preservation Grants are awarded annually by the HPBGC. Grant applications that are received after the deadline will not be considered for funding during that grant cycle. **The 2024 Grant Cycle runs from February 1 to March 31.** All applicants will receive notification regarding the status of their grant application, regardless of whether they are selected to receive a grant award or not.

### Submitting the Application:

Electronic applications are preferred. Please submit an electronic PDF version of your completed and signed application and all supporting materials by email to [historicpreservationboardgc@gmail.com](mailto:historicpreservationboardgc@gmail.com)

Alternatively, you may submit a completed and signed, single-sided hardcopy of your application materials to: HPBGC, 311 W. Main Street, Room 306, Bozeman, MT, 59715. Mailed materials must be received by the submittal deadline.

### Application Resubmittal Provision:

If the HPBGC find that there are minor mistakes in the application that was submitted prior to the deadline date, they may ask the applicant to correct the mistakes and resubmit even if the deadline date has passed.

### Awarded Grants:

Individual awards typically range from \$1,000-\$2,000 but applicants can apply for up to \$5,000. The County typically issues 100% of the payment upon approval, however, prorated or scheduled payments of grant funds may be made at the discretion of the HPBGC as long as all awarded funds are distributed to the grantee during the grant cycle year. **The 2024 cycle will run from June 1, 2024 – May 31, 2025.**

### Eligible Projects:

- Projects are limited to those within the borders of Gallatin County, Montana

- Internal or external “brick-and-mortar” improvements that will address infrastructure, building renovation, maintenance, or building code issues. Historic sites will be considered eligible if one of the below criteria is met:
  - Structure or site is listed on the National Register of Historic Places;
  - Structure or site that contributes to a historic district;
  - A structure 50 years old or older and has documented significance to the history of Montana and Gallatin County.
- Restoration, rehabilitation, stabilization, and preservation of archeological sites or cultural landscapes.
- Digitization or preservation of historic documents, historic artifacts, or oral histories.
- Support education and outreach activities or programs aimed at the public.
- Produce a historic structure report or historic inventory form.

The HPBGC will give priority to projects that successfully achieve one or multiple of the following criteria:

**1. Promotes Historic Preservation Goals:**

- a. Projects that actively contribute to the appreciation of Gallatin County’s heritage, history, and culture, aligning with overarching historic preservation objectives.

**2. Addresses Immediate Threats or Deteriorating Conditions:**

- a. Projects that focus on mitigating immediate threats or deteriorating conditions faced by a historic structure or resource, ensuring timely and effective preservation efforts.

**3. Contributes to Underrepresented Histories:**

- a. Projects that bring awareness to underrepresented histories within Gallatin County, thereby fostering inclusivity and a more comprehensive understanding of the community’s diverse heritage.

**4. Addresses Housing Needs with Historic Preservation Integration:**

- a. Projects that assist in addressing housing needs while integrating historic preservation goals. This includes adaptive reuse of historic structures for affordable housing solutions or bring a building up to code to provide a safer living environment.

**5. Incorporates Sustainable Practices:**

- a. Projects that prioritize sustainable and environmentally friendly practices. This can include energy-efficient renovations, the use of eco-friendly materials, and commitment to minimizing environmental impact.

**6. Involves Collaboration for Cultural Heritage Enhancement:**

- a. Projects that demonstrate collaboration between organizations to enhance cultural heritage. Collaborative efforts can enrich the preservation process and contribute to a more holistic representation of the community’s heritage.

**7. Incorporates Learning Objectives:**

- a. Projects that outline educational goals and learning outcomes to the public. Effective educational approaches could include workshops, tours, and oral histories.

**8. Demonstrate Innovative Approaches:**

- a. Projects that showcase innovative approaches, leading to more effective outcomes. Creative strategies that go beyond conventional methods contribute to the advancement of both historic preservation and community development.

By aligning with these prioritization criteria, the HPBGC aims to support projects that not only preserve the historic fabric of Gallatin County but also address contemporary challenges and contribute to the overall cultural richness and sustainability of the community. If you have any questions about the grant, you can direct your questions to the board at [historicpreservationboardgc@gmail.com](mailto:historicpreservationboardgc@gmail.com).



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**5. Influence of Project** *Include how the project successfully achieves the goal(s) outlined by the HPBGC on page 2.*

I certify that:

- I am a due representative of the owner.
- The HPBGC has the right to not award funds if project is not completed within the timeline.
- Receipts will be presented to the HPBGC showing project expenditures. Grants funds more than the presented receipts will be returned to HPBGC within 30 days of the project deadline.
- I agree to submit a final report stating the results of the project and including before and after photographs suitable for publication within 60 days after the final project completion deadline. I understand that failure to submit this report may disqualify the grantee from any future preservation grants.
- I agree to acknowledge HPBGC in any public information release regarding the project.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_