



# HISTORIC PRESERVATION BOARD of GALLATIN COUNTY

## Preservation Grant Application Procedures

The Historic Preservation Board of Gallatin County awards small grants for the rehabilitation and restoration of buildings, sites, artifacts and other historically significant features of the county's past life and culture. The Board solicits applications for grants, usually once a year. This document presents the rules, responsibilities and conditions for these grants. Nothing in this document will be interpreted as obligating the HPBGC to award grants. The HPBGC may, at its discretion, change, amend, delete or add to these rules and conditions.

### Eligible Projects

- Projects must provide for restoration, preventing decay and deterioration of **preservable** existing structures or items, while retaining the original historic architecture, appearance or mission of the structure, site or artifact.
- Projects are limited to those within Gallatin County.
- Projects must document support by an individual or group providing basic upkeep and maintenance of the structure.
- At a minimum, all funded projects must be available at least once yearly, by appointment, for public access. Grants will not be awarded for financial gain of an individual, group of individuals, corporation etc.
- Applications for projects to be jointly funded with a government or private agency are eligible if they meet all other requirements.
- Previously funded projects may reapply if (a) the grantee satisfactorily accomplished the first year's work and (b) the new application is approved by the HPBGC for funding.

### Match Requirements

- Grant proposals which receive funds from HPBGC must be matched with support in the form of additional funds, materials or labor provided by the grantee. Matching labor is based on the rate of \$18/hour, unless the labor is provided by a professional (in which case the donated labor within that profession performed by the professional may be credited at the rate regularly charged to other clients.)
- The planned matching support must be secured by the time a preservation application is submitted.
- Projects must document their plan for recognition of the HPBGC contribution (a plaque, notice, news article, TV, etc.). Matching support requirements are listed in Table 1.

Grant Amount	Matching Support Required	Example
\$0 to \$2,000	equal match	\$525 grant + \$525 match from grantee
\$2,001 to 3,500	half of grant amount	\$3,000 grant + \$1,500 match from grantee
\$3,501 and above	\$1,750	a maximum of \$1,750 match is required

## Completion of Work

- The funded work must be completed within 12 months of grant approval.
- An extension may be requested in writing to the board before the end of the 12 month. A majority vote of the HPBGC is required to allow funds to be carried over for 12 additional months.
- The HPBGC reserves the right to physically inspect the project during the application and evaluation process, during the restoration, and upon completion of the grant work.

## How to Apply

- Requests for grant applications are announced on or around February 1. The application form is available at [http://www.gallatin.mt.gov/public\\_documents/gallatincomt\\_bcomm/historicgrants](http://www.gallatin.mt.gov/public_documents/gallatincomt_bcomm/historicgrants) or by personal visit to the offices of the Gallatin County Commission at 311 W. Main Street, Bozeman, MT 59715.
- The deadline for submitting applications is March 30.
- Email the application to [sarah.gracey@gallatin.mt.gov](mailto:sarah.gracey@gallatin.mt.gov) and [steph.kammerman@gallatin.mt.gov](mailto:steph.kammerman@gallatin.mt.gov) (emailed entries received after 11:59PM, March 1, will not be considered)

OR

- Mail the application to HPBGC, c/o Gallatin County Commissioners, 311 W Main, Room 306, Bozeman, MT 59715 (entries must be post-marked on or before March 30 to be considered.)

## Awarded Grants

- Grant awards will be announced in May, but funds are not available until June.
- Funds are released to the grantee after evidence of required match is presented.
- Awarded grant amounts over \$6,000 may be divided into two payments. The first, when evidence of match is presented; the second upon verification that approximately one-half of the work is underway.
- Within 60 days after project completion, the grant recipients must submit to the HPBGC a final report stating the results of the project and including pictorial materials (e.g. photographs, diagrams, sketches) showing the before and after condition of the items worked on. Failure to submit this report may disqualify the grantee from future preservation grants.
- Tangible items (e.g. structures, publications) resulting from the grant must bear a printed notice, label or other appropriate sign acknowledging the role of the HPBGC. Structural components (e.g. roofs, window frames etc.) are exempt from this requirement. Additional acknowledgements may be required if HPBGC provided donor funds designated for the project. Contact HPBGC for specific signage details.

## Post-award Responsibilities of the HPBGC

- The HPBGC will appoint a contact person to track and inspect project progress. Based on these results, the HPBGC may consider disqualifying the grantee from future awards if the work is judged unsatisfactory, incomplete or much at variance from the original application.
- The HPBGC will prepare and furnish the Gallatin County Commission with a yearly report describing the completed historic preservation grant projects.