



## **HISTORIC PRESERVATION** **GRANT PROGRAM**

The Methuen Festival of Trees, Inc. (FOT) is a private, non-profit organization located in Methuen, Massachusetts. The organization raises money through the annual Festival of Trees for the purpose of funding historic preservation and restoration in the City of Methuen and the Merrimack Valley. Since 1994, The FOT has provided \$900,000 for various historic projects.

The FOT offers historic preservation funds through two programs: The Festival Discretionary Grant Program (FDGP) and the Historic Preservation Grant Program (HPGP). The latter program is designed to provide preservation funding to private non-profit organizations, private businesses housed in a historic property, individual homeowners of historic homes including those listed on the Massachusetts or national historic registers, and public entities in the City of Methuen. The FOT restricts the use of its preservation funding for the preservation of buildings built prior to 1900 or to buildings constructed by Edward F. Searles, the Tenney and Nevins Family.

Projects in the City of Methuen, funded by the HPGP, may be subject to the review of the Methuen Historic District Commission (MHDC). The MHDC is a construction review agency of the City of Methuen and the Commonwealth of Massachusetts.

Questions regarding this grant program or application should be directed to the Methuen Festival of Trees, Inc. at (978) 685-8878. Additional information about the Festival of Trees is available at [www.methuenfestivaloftrees.com](http://www.methuenfestivaloftrees.com). Applications should be mailed to the *Festival of Trees preservation grant program, P. O. Box 14, Methuen, MA 01844*.

## APPLICATION

### Funding Criteria

1. The Historic Preservation Grant Program (HPGP) program is a reimbursement program. This is a guarantee to the Methuen Festival of Trees, Inc. (FOT) that the restoration work funded under this program is completed successfully and correctly.
2. The HPGP is limited to exterior preservation work for individually owned homes. Public buildings or buildings accessible to the public may apply for interior restoration work as well. This program will fund only the restoration of original features of the property.
3. The HPGP is also a **matching grant program**. The entity receiving a grant from the Festival of Trees must provide a match of equal value to the award.
4. Once the preservation work is completed, the grantee should send confirmation and proof of this to the Methuen Festival of Trees, Inc., P. O. Box 14, Methuen, MA 01844. Providing that all paperwork is satisfactory, a check will be sent to the grantee. If there are any outstanding issues, the FOT will contact the grantee.
5. Grants are limited to \$10,000 for the 2009-2010 funding cycle. Applications will be accepted through June 1, 2010.
6. Receiving a grant in the 2009-2010 funding cycle does not preclude the applicant from applying for funds in future funding cycles.
7. The FOT Board of Directors shall be the sole determinant regarding which applications are funded.
8. Construction and contractor information and materials submitted by an applicant to the FOT shall remain the property of the FOT.
9. The person(s) applying for the grant must be the legal owner(s) of the property the grant funds are intended for.
10. All applicants must agree to a joint public relations announcement of the grant as well as a joint press statement when the project is completed. In addition the applicant must agree to the Festival of Trees erecting a sign in front of the building or project.
11. Officers and Board members of the FOT are not eligible for participation in this program.
12. This HPGP may not be used to fund maintenance work of any kind. Replacement of heating systems, windows (unless original to building), roofs (unless slate or other historic roofing material), landscaping or garden features, sidewalks, driveways or other macadam projects are examples of what is not available for funding.
13. Photographs of the intended project must accompany your application. The FOT requires "after completion" photographs as well. The FOT reserves the right to inspect the work they are funding before, during and at completion.

I \_\_\_\_\_ agree to the above funding criteria  
(Signature of the CEO, owner or homeowner of a funded project)

***Name of Organization,  
Homeowner or  
Business*** \_\_\_\_\_

Address (no PO Boxes) \_\_\_\_\_

City (Town) \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

***Name of Contact***

\_\_\_\_\_

Address \_\_\_\_\_

City (town) \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

***Description of project requesting funding:***

Please provide a detailed description and a photograph of your project in its entirety and an explanation of the portion of the work that you are seeking funding for. This request should include a copy of all contract documents which explain the scope of the project.

