



## 2020 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 to fund historic preservation and restoration in the Merrimack Valley, southern New Hampshire and beyond. Since 1994, the FOT has provided close to \$2 million for various historic preservation projects.

The FOT offers \$10,000 matching grants through the Historic Preservation Grant Program (HPGP). This 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. The FOT restricts the use of its preservation funding for the preservation of structures built prior to 1900 or to buildings constructed by Edward F. Searles, the Tenney and Nevins Family.

The deadline for submitting applications for 2019 funding is **March 31, 2020**.

Applications should be mailed to, The Methuen Festival of Trees Preservation Chair, Post Office Box 14, Methuen, MA 01844. Questions regarding this grant program or the application should be directed to: [preservation@methuenfestivaloftrees.com](mailto:preservation@methuenfestivaloftrees.com).

# Historic Preservation Grant Application

## A. 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 restoration or 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 FOT must provide a match of equal cash value to the award. The funds received under this grant program are reimbursable after the project is completed.
4. Once the preservation work is completed, the grantee should send confirmation and proof of completion including all paid invoices for work completed, as well as before and after pictures and proof of the match to FOT Preservation Grant Program, P.O. Box 14, Methuen, MA 01844. Providing all paperwork is satisfactory, a check will be sent to the grantee within four (4) weeks. If there are any outstanding issues, the FOT will contact the grantee.
5. Grants under the HPGP are limited to \$10,000 annually.
6. Receiving a grant in one funding cycle does not preclude the applicant from applying for funds in future funding cycles. The original project for which grant funds were received must be completed before additional funds are granted. No grants will be awarded for projects already completed.
7. The FOT Board of Directors shall be the sole determinant regarding which applications are funded. Preference will be given to projects that have or are actively pursuing and Preservation Restriction.
8. Since the FOT would like to ensure each project is completed by qualified professionals, applicants will be required to provide information regarding the project management, the vendor/contractor(s), and construction materials as appropriate.

9. The application, together with all supporting documentation shall remain the property of the FOT.
10. The person(s) applying for the grant must be the legal owner(s) of the property, or a person authorized to act on the owner's behalf, for which the grant funds are intended. Rules regarding reservation restrictions or historic districts may apply for municipal, leased or non-profit entities and will be taken into consideration.
11. All applicants, as part of Preservation Partnership Program, must agree to a joint public relations announcement of the grant as well as a joint press statement when the project is completed. Mention of a grant(s) from the FOT must be used in all future press stories. **Failure to do so, may disqualify the applicant from future grant opportunities.** Additionally, the applicant must agree to display a sign, provided by the Festival of Trees, which acknowledges our Preservation Partnership for one year.
12. Officers and Board members of the FOT and their families are not eligible for participation in this program.
13. The FOT requests that you apply for grant funds in the year you intend to do the preservation work. Grants funds must be spent one year from the receipt of the award letter unless specifically approved for a longer period by the FOT.
14. This HPGP may not be used to fund maintenance work of any kind. Replacement of heating systems, windows (unless original to building), roofs (unless they are being restored to the original), landscaping or garden features, sidewalks, driveways or other macadam projects are examples of what is not approved for funding.
15. Photographs of the intended project must accompany your application and sent to the Festival digitally. The FOT requires "after completion" photographs as well. These pictures must be sent both electronically as well as via the mail. The FOT reserves the right to inspect the work they are funding before, during and after completion.

## B. Organization, Homeowner or Business

*(This application must be typed or completed on a computer. NO HANDWRITTEN APPLICATIONS ACCEPTED.)*

Name of Organization, Homeowner, or Business:	
Property Address (No P.O. Box):	
Mailing Address:	
City/Town:	
State:	Zip Code:
Federal Tax ID No.:	
Contact Name:	
Contact Address:	
City/Town:	
State:	Zip Code:
Contact Telephone:	Contact E-Mail:

## C. Description of project requesting funding:

Please attach a detailed description of your project in its entirety and an explanation of the portion of the work for which you are seeking funding. In addition to a description of the project, please include relevant photographs and copies of all contract documents which support the scope of the project.

### pecific Project Information

Total Cost of the Project:
Total Amount Requested:
If this funding request is for a specific phase or portion of a larger project, please describe how this request relates to the larger project:
Please identify project management (architect, contractor, other project professionals):
What is the age of the building or entity for which funding is being requested? Please provide documentation of the age.
Please give a brief history of the building or entity and detail its historical significance.

### D. Certification

Name of Owner/CEO/ Home Owner:	Title (If applicable):
Signature:	
Date:	