



City of Arts & Innovation

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT NEIGHBORHOOD ENGAGEMENT DIVISION

HISTORIC PRESERVATION FUND GRANT APPLICATION FORM

SECTION I – TO BE COMPLETED FOR ALL REQUESTS

Property Owner Information (A current title report will be required before award of funds*)

First Name:		Last Name:		Middle Initial:	
Address:			City & Zip Code:		
Phone (best):			Email:		

Applicant Information (If different from property owner)

First Name:		Last Name:		Middle Initial:	
Firm Name:		Title:		Professional License:	
Firm Address:			City & Zip Code:		
Phone (day):			Email:		

Property Information

Street Address:		City Council Ward and Neighborhood:	
Cultural Resource Name:		Designation Date:	
Designation Level (Local, California, or National Register):		Is the property owned or leased?	
Date of Construction:		Lease Expiration Date: (attach lease)	
Construction materials:			

Property Existing Conditions (Submit photographic documentation of the project in its current state)

Use of building:			
Floor area (square feet):			
Area affected by project (main house/building, garage, accessory structure, landscape, etc.):			

If project has received City approvals, complete the following:

Certificate of Appropriateness Case #		Plan Check/Building Permit #	
Planning Case #		Other	

Property conditions which warrant the use of Historic Preservation Funds and reasons the conditions exist, if known (attach additional sheets as necessary):		
Project Description (Submit an estimate of the cost and scope on the contractor's letterhead):		
Specific issues to be addressed with Historic Preservation Funds, and why the funds are needed (attach additional sheets as necessary):		
Funds will generally be awarded on a reimbursement basis. If the project will be phased or will have specific construction milestones, please provide an explanation (attach supporting documentation):		
HP Fund amount requested:	\$	
Are matching funds being provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, indicate sources and amounts:	\$	
	\$	
	\$	
Total Project Cost (including HP funds requested and matching funds):	\$	
COMPLETE ADDITIONAL SECTIONS AS INDICATED. FOR OWNER-OCCUPIED SINGLE FAMILY RESIDENCES, SKIP TO SECTION V		
SECTION II – TO BE COMPLETED FOR EMERGENCY PROJECTS		
Describe what sudden, unexpected project is needed and how it impacts the cultural resource:		

SECTION III – TO BE COMPLETED FOR NONPROFIT OWNED PROPERTIES

Name of Entity:		IRS Recognition Date:	
Provide the exemption application and either Form 990, 990EZ or 990PF returns for the past three years or Form 8734.			
Is this property exempt from property taxation (Cal. Rev. & Tax Code, § 214 et seq.)?			
Website:			

SECTION IV – TO BE COMPLETED FOR COMMERCIAL AND INCOME PRODUCING PROPERTIES

Type of Business:		Business License Number:	
Describe funding gap that Historic Preservation Funds would meet (attach pro forma):			
Website:			

SECTION V – TO BE COMPLETED FOR ALL PROPERTIES

I have reviewed the Historic Preservation Fund Grant General Provisions and do hereby agree to comply with them to be eligible for program participation. All information provided herein is correct and complete to the best of my knowledge.

I understand that a grant proposal application or grant award does not constitute approval of the proposed project. A Certificate of Appropriateness, a Building Permit, and other entitlements may be required prior to commencement of work.

If a grant is awarded, execution of a separate performance covenant and agreement must be executed and recorded prior to commencement of work. A sample document, which will be tailored to fit the individual project, is available for review at this time. The property owner is encouraged to consult with their attorney prior to execution of the document. Failure to complete the entire project according to executed performance covenant and agreement requirements, including but not limited to industry standards for procedures, materials and workmanship, or failure to secure entitlements, or to comply with all approved plans, scopes of work, permits, and conditions of approval may result in enforcement of the covenant and agreement provisions, at the discretion of the City.

Property Owner Signature: <i>Required for all applications</i>		Date:	
Printed Name:			
Applicant Signature:		Date:	
Printed Name		Title:	

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* If a grant is approved by the HPFC, then within 90 days after the grant approval meeting, the grantee will be required to furnish to the City a current title report confirming ownership and that there are no conflicts with the ownership. The title report must be dated within 180 days of the date it is submitted to the City. Failure to furnish said title report by the deadline will result in reconsideration of the grant award at a subsequent HPFC meeting and may result in forfeiture of the grant award.