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## COUNTY COURTHOUSE RESTORATION GRANT APPLICATION INSTRUCTIONS

The grant application must be completed in its entirety and in accordance with these instructions. INCOMPLETE APPLICATION FORMS OR FORMS NOT COMPLETED IN ACCORDANCE WITH THESE INSTRUCTIONS WILL BE RETURNED TO THE APPLICANT. The corrected applications may be resubmitted if delivered to the AHPP office or postmarked by the deadline. The original application **plus three** additional copies and one set of color photographs must be postmarked or delivered by the deadline. **No faxed, e-mailed, or incomplete applications will be accepted.**

### Application Packet Format

The County Courthouse Restoration Grant application packet should be organized using the following format, with sections numbered accordingly:

1. **Cover Sheet:** A two-page document, mailed to the applicant with this Grant Manual, containing basic information on applicant and the proposed project. Includes space for a brief (2-3 sentence) summary of the project.
2. **Detailed Project Description:** Drawings and narrative explaining how the project is to be accomplished, what materials will be used, and timeline for project. Narrative should include specific explanation of what project components will be funded by the grant.
3. **Color Photographs of Property:** Color prints of north, south, east, and west elevations of the building, along with close-up color prints of any work that is to be funded with the grant. Label and mount photos to additional sheets of paper. **FAILURE TO SEND COLOR PRINTS WILL RESULT IN AUTOMATIC DISQUALIFICATION FOR THE APPLICATION. SCANNED OR DIGITAL IMAGES, BLACK AND WHITE PRINTS, POLOROID OR SLIDES WILL NOT BE ACCEPTED.**
4. **Detailed Project Budget:** A line-item project budget, including material costs, labor, and architect/consultant fees. A detailed estimate written by the architect is acceptable. Budget should also specify which items are to be grant-funded.
5. **Letter of Agreement for Easement:** If a county applies for funds to restore a courthouse on which AHPP does not hold an easement, the application must include a letter from the county

judge stating that he/she has read the section of this booklet entitled “Conservation Easements” and understands that no grant funds will be released until a Deed of Conservation Easement has been conveyed to AHPP and filed with the circuit or county clerk.

6. **Letters of Commitment and Support:** Letters from project stakeholders (friends groups, other local government officials, donors, or volunteers) demonstrating community and/or financial support for the project.

Please mail completed applications to: AHPP Grant Programs, 323 Center Street, 1500 Tower Bldg., Little Rock, AR 72201.

County Courthouse Restoration Grants will be awarded annually. Grants will be selected by a Grants Review Committee based on threats to the property or possibility of imminent loss, historic significance of the property, impact of the project on community preservation, and other general criteria.

**NOTE: GRANTEES WILL BE REQUIRED TO ATTEND A GRANT ADMINISTRATION WORKSHOP IN LITTLE ROCK AT A TIME AND LOCATION SPECIFIED BY THE AHPP. ATTENDANCE IS MANDATORY FOR THE SUCCESSFUL GRANT APPLICATION AND/OR THE PROJECT COORDINATOR. FAILURE TO ATTEND WILL RESULT IN LOSS OF GRANT FUNDS.**



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## COUNTY COURTHOUSE RESTORATION COVER SHEET

1. City and county in which courthouse is located: \_\_\_\_\_

2. Project description and why it is needed (Use space provided:)

3. Estimated cost of total project: \$ \_\_\_\_\_

Cost and short title of first priority: \$ \_\_\_\_\_

Cost and short title of second priority: \$ \_\_\_\_\_

Cost and short title of third priority: \$ \_\_\_\_\_

Cost and short title of fourth priority: \$ \_\_\_\_\_

4. Amount requested from AHPP \$ \_\_\_\_\_

5. Match Amount provided by applicant:

Cash: \$ \_\_\_\_\_

Source: \_\_\_\_\_

In-kind labor and/or material: \_\_\_\_\_

Source: \_\_\_\_\_

6. Project Contact:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

7. Project Architect/Consultant (if applicable):

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

7. Applicant information and signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## REQUIRED SUPPLEMENTAL GRANT INFORMATION

You must provide the following information pertaining to the city, county, and district in which the structure or property that you are applying for funding resides. Submit this form along with your grant application. Please contact your county clerk's office at your local county courthouse if you do not know who your local government officials are.

Applicant's name \_\_\_\_\_

Applicant's address \_\_\_\_\_

Your city/county \_\_\_\_\_

Your mayor \_\_\_\_\_

Your county judge \_\_\_\_\_

\*Your state senator \_\_\_\_\_

\*Your state representative \_\_\_\_\_

\*Please note some cities have multiple districts, please list the **one** applicable official.