



PRESERVE NEW YORK

**A Grant Program of the Preservation
League of New York State and the New
York State Council on the Arts**



**Council on
the Arts**

GUIDELINES FOR 2016

Historic Structure Reports | Building Condition Reports | Cultural Landscape Reports | Cultural Resource Surveys

*The Preservation League of New York State and the New York State Council on the Arts (NYSCA) are pleased to offer the 2016 Preserve New York (PNY) Grant Program. Preserve New York provides support to identify, document, and preserve New York's cultural and historic buildings, structures, and landscapes. Begun in 1993, Preserve New York makes grants for **historic structure reports, cultural landscape reports and cultural resource surveys**. In 2016, the program will also offer grants for **building condition reports**.*

Please note that you first must discuss your project with League Preservation staff before you can receive an application. Applications are not available online.

Who is eligible to apply?

Not-for-profit organizations with 501(c)(3) status and units of local government are eligible to apply. Arts and cultural organizations are particularly encouraged to apply or support applications. Applicants cannot apply to Preserve New York and the New York State Council on the Arts for the same project.

Applicants that previously received Preserve New York funding must have successfully completed their projects to be eligible for the 2016 grant round. State agencies, friends groups of NYS-owned sites, religious institutions, and private property owners are ineligible to apply.

What if I need support for a different preservation project?

Preserve New York grants only fund historic structure reports, building condition reports, cultural landscape reports and cultural resource surveys. *The PNY program is not able to provide any capital or "bricks and mortar" funding.* If you are seeking funding for other preservation projects or capital support, please see the NYSCA guidelines online at www.arts.ny.gov. The Preservation League staff can also advise on other funding sources (see last page).

Who may apply for Historic Structure, Building Condition, or Cultural Landscape Reports?

Groups may apply for site specific reports **only if they own the site or have at least a 6 year lease by the application deadline**. If the applicant is a historic site, it must be open at least 120 days/year in order to qualify for the Preserve New York Program. This program also requires that a New York State Historic Resource Inventory Form be completed as part of the project if the building is not listed in the State and National Registers of Historic Places.

What is a Historic Structure Report?

A historic structure report is a comprehensive documentation study usually undertaken at the beginning of a major restoration or rehabilitation project.

A complete historic structure report should include:

- a description of building's history, including occupants
- a building construction chronology
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation or treatment
- preliminary cost estimates
- specialized conservation study (e.g. paint analysis)

For more information on historic structure reports, see the National Park Service's Preservation Brief 43, *The Preparation and Use of Historic Structure Reports* at <http://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm>. You can also order a copy at 866-512-1800. For more information on how to nominate your site to the State or National Register of Historic Places, see the New York State Office of Historic Preservation's website at <http://nysparks.com/shpo/national-register/>.

What is a Building Condition Report?

A building condition report, like a historic structure report, is a comprehensive document usually undertaken at the beginning of a major restoration or rehabilitation project.

A building condition survey should include:

- an analysis of the building's overall current condition (interior and/or exterior)
- illustrations, either drawings (may include sketches and measured drawings) or photographs
- prioritized recommendations for the building's restoration, rehabilitation or treatment
- preliminary cost estimates

For more information on building condition reports, see the National Center for Preservation Technology and Training's website: <https://ncptt.nps.gov/blog/condition-assessments-tips-for-historic-building-owners/>.

What is a Cultural Landscape Report?

A cultural landscape report is a comprehensive documentation study usually undertaken at the beginning of a major restoration or rehabilitation project.

A complete cultural landscape report should include, at a minimum:

- a description of the historic/physical development of the landscape
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation or treatment
- preliminary cost estimates

For more information on cultural landscape reports, see the National Park Service's *Guide to Cultural Landscape Reports* at <http://www.nps.gov/cultural landscapes/Documents/Guide to Cultural Landscapes.pdf>. You can also order a copy at 866-512-1800. For more information on how to

nominate your site to the State or National Register of Historic Places, see the New York State Office of Historic Preservation's website at <http://nysparks.com/shpo/national-register/>.

What is a Cultural Resource Survey?

A cultural resource survey identifies, assesses and recognizes historic buildings, structures and areas. A survey is undertaken when creating historic districts or otherwise planning for the preservation and revitalization of a historic area. A survey may be defined geographically (for example, a downtown commercial district or an entire village) or thematically (for example, barns or canal-related buildings throughout a town). Depending on the project goals and how much survey work has been completed previously, support may be available for the preparation of:

- broad historic overview and existing conditions statements
- detailed descriptions of the historic buildings and sites within the survey area
- statements of historic and architectural significance
- photographs and maps
- nominations for local, state, and national historic designation

For more information on survey projects, please call your National Register staff person at the Field Services Bureau of the State Historic Preservation Office (SHPO) to discuss your project, (518) 237-8643. For information on who to contact, please visit the SHPO website at <http://nysparks.com/shpo/contact/> or call Kathy Howe, Survey and Evaluation Coordinator, (518) 237-8643 ext. 3266.

Please visit <http://www.nps.gov/history/nr/> for information on the National Register. The National Park Service has links to all of its National Register informational Bulletins and Brochures, at <http://www.nps.gov/history/nr/publications/index.htm>. These brochures range from the basics on how to apply the National Register Criteria for Evaluation, to guides on evaluating and documenting many different types of cultural resources.

How can the grant money be used?

The grant program is intended to support the direct costs of carrying out the types of projects described above. These can include consultant fees and in-state travel, photography, report production costs, and other associated expenses.

What is the likely grant award range?

Grants are likely to range between \$3,000 and \$15,000.

Is a financial match required?

A formal match (funds, materials or in-kind services) is not required. The Preservation League and the New York State Council on the Arts expect to see a project budget that reflects the applicant's meaningful commitment to the project. This commitment could be reflected in either cash or in-kind contributions. Given great program demand and fiscal limitations, we strongly recommend that the applicant group demonstrates some form of cash commitment. The consultant fee should reflect the applicant's understanding of the value of these professional services. Please note that this program may not be able to fully fund the grant amounts requested.

What are the funding considerations?

The grant panel members will evaluate:

- architectural and historic significance of the building, landscape or area
- need for the project and for financial support at this time
- applicant's ability to carry out the project within a stated schedule
- applicant's ability to raise sufficient funds to complete the project
- how this project fits with the applicant's long-term or strategic plan
- appropriateness of the project budget and consultant(s)
- extent of local support for the project
- likelihood that significant restoration or planning work will result
- applicant group's willingness to pursue designation on the local, State, or National Register of Historic Places, if not already designated

In 2016, the Preservation League especially encourages projects that:

- Advance the preservation of neighborhoods and downtowns that qualify for the New York State Rehabilitation Tax Credit programs.
- Continue the use of historic buildings such as museums, opera houses, theaters, and libraries for cultural, interpretive, and artistic purposes.
- Identify and preserve architecture and landscapes designed after World War II.

When are applications due?

Applications must be electronically submitted no later than **Monday, April 11, 2016.**

When will applicant groups be notified of the results?

Applicants will be notified by August 2016.

If your organization and your project meet these guidelines, please call the League staff to discuss your potential application. Prospective applicants **MUST** first discuss their potential project with the appropriate League staff person:

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The Preservation League of New York State is a private, not-for-profit organization that works to protect and enhance the Empire State's historic buildings, landscapes and neighborhoods. The Preserve New York Grant Program is made possible through funding from the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature.