

Historic Preservation Commission Guidelines

BENTON COUNTY HISTORIC PRESERVATION COMMISSION FUND PROGRAM



Building Application

Deadline for Submission: 90 days prior to need

Benton County Historic Preservation Commission
306 NW 2nd Street
Bentonville, AR 72712
www.bentoncountyar.gov
Telephone: (479) 273-3561

Benton County is a Certified Local Government (CLG) in Historic Preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Benton County became a CLG in 1986 by meeting the CLG requirement and administering the County's Historic Preservation Program.

PROJECT TITLE: _____

PROJECT LOCATION: _____

WHAT AMOUNT ARE YOU SEEKING? _____
(Maximum award is \$10,000 for projects)

OTHER SOURCES OF FUNDING FOR THIS PROJECT: _____

Dates of Fund Project Activities

From: _____ To: _____

SECTION 2: PROJECT INFORMATION

(Answer all questions. Enter NA for those questions that are not applicable.)

1. Property

- A. Name of the property to be assisted: _____
- a. Street Address: _____
 - b. City, State, Zip: _____
 - c. Township: _____
 - d. County: _____
- B. Property Owner (if not the applicant): _____
- C. Is the property owner aware of this funding application and is willing to sign a preservation covenant on the property should the project be funded? YES: _____ NO: _____
- D. Property Accessibility
- a. Total number of days open to the public annually: _____
 - b. Total number of hours open to the public weekly: _____
 - c. If not currently open to the public, anticipated opening date: _____
- E. National Register Status
- a. Is the property listed individually in the National Register of Historic Places? Y/N
 - b. Is the property eligible for listing in the National Register of Historic Places? Y/N
 - c. Is the property designated a National Historic Landmark? Y/N

2. Artifacts or Textiles

- A. Artifacts or Textile Project: _____
- B. Ownership (if not the applicant): _____
- C. Is the artifact or textile owner aware of this funding application and is willing to sign a preservation covenant on the property should the project be funded? YES: _____ NO: _____

D. Artifact or Textile Accessibility

- a. Total number of days open to the public annually: _____
- b. Total number of hours open to the public weekly: _____
- c. If not currently open to the public, anticipated opening date: _____

E. National Register Status

- a. Is the artifact or textile listed individually in the National Register of Historic Places? Y/N
- b. Is the artifact or textile eligible for listing in the National Register of Historic Places? Y/N
- c. Is the artifact or textile designated a National Historic Landmark? Y/N

3. Signs or Markers

A. Signs or Markers Project: _____

B. Ownership (if not the applicant): _____

C. Is the sign or marker owner is aware of this funding application and is willing to sign a preservation covenant on the property should the project be funded? YES:____ NO:____

D. Sign or Marker Accessibility

- a. Total number of days open to the public annually: _____
- b. Total number of hours open to the public weekly: _____
- c. If not currently open to the public, anticipated opening date: _____

E. National Register Status

- a. Is the sign or marker listed individually in the National Register of Historic Places? Y/N
- b. Is the sign or marker eligible for listing in the National Register of Historic Places? Y/N
- c. Is the sign or marker designated a National Historic Landmark? Y/N

F. Sign or Marker Wording

a. What is the current wording on the sign or marker or the proposed wording: _____

4. Historic Research

A. Historic Project: _____

B. Ownership (if not the applicant): _____

C. Is the owner of the historic research is aware of this funding application and is willing to sign a preservation covenant on the property should the project be funded? YES: ____ NO: ____

D. Historic Research Accessibility

a. Total number of days open to the public annually: _____

b. Total number of hours open to the public weekly: _____

c. If not currently open to the public, anticipated opening date: _____

E. National Register Status

a. Is the historic research listed individually in the National Register of Historic Places? Y/N

b. Is the historic research eligible for listing in the National Register of Historic Places? Y/N

c. Is the historic research designated a National Historic Landmark? Y/N

5. Public Events

A. Public Event Project: _____

B. Ownership (if not the applicant): _____

C. Is the owner is aware of this funding application and is willing to sign a preservation covenant on the property should the project be funded? YES: ____ NO: ____

D. Public Event Accessibility

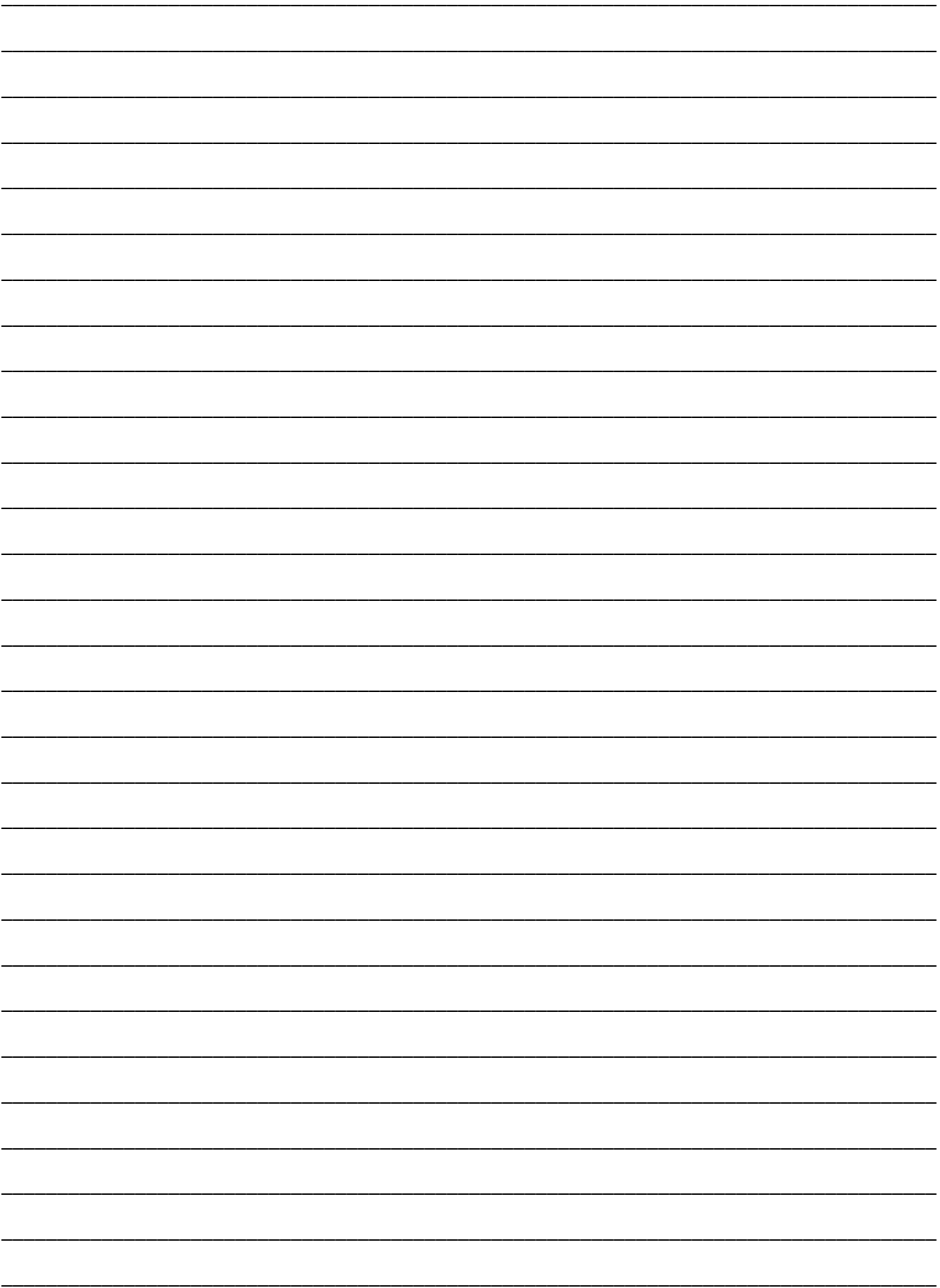
a. Total number of days open to the public annually: _____

b. Total number of hours open to the public weekly: _____

c. If not currently open to the public, anticipated opening date: _____

SECTION 3: PROJECT BUDGET – Please submit a minimum of 3 bids for all outside contractors job.

ITEM (Please Itemize)	Benton County Funds	Applicant Match (Funds)	Other Income (Total Expense)	Total Project Cost
Cash Contribution	\$ _____	\$ _____	\$ _____	\$ _____
<u>Personnel:</u>				
Project Staff	\$ _____	\$ _____	\$ _____	\$ _____
Administration	\$ _____	\$ _____	\$ _____	\$ _____
<u>Construction Costs:</u>				
Materials & Supplies	\$ _____	\$ _____	\$ _____	\$ _____
Labor	\$ _____	\$ _____	\$ _____	\$ _____
Subcontractor	\$ _____	\$ _____	\$ _____	\$ _____
Permits/Fees	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____
<u>Purchase or Rental Services:</u>				
Consultant	\$ _____	\$ _____	\$ _____	\$ _____
Designer	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
<u>Space Use:</u>				
Rental for Events or Programs	\$ _____	\$ _____	\$ _____	\$ _____
<u>Collection Materials:</u>				
Preservation	\$ _____	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
<u>Other:</u>				
Total Percentages (%)				



To ensure that your fund request is complete, please check off that you have done the following:

- Completed copy of application including job bids
- IRS letter 501c(3) or official document verifying that the organization is an entity of government
- Letter from owner, if applicable.
- Letter certifying National Register of Historic Places status, if not listed.
- Glossy black and white or color photographic prints of property
- One sample of promotional material for organization/property, if available.
- One or two historic property planning documents, if available
 - Architectural Drawings or Specifications
 - Historic Structure Report
 - Condition Report
 - Preservation or Master Plan
 - Feasibility Study
 - Interpretive Study or Plan
 - Copies of Historic Photographs or Architectural Drawings
- Resumes for key project personnel and consultants
- Cost estimates showing basis for budget figures
- Donor letters certifying availability of funds
- Required signature for Certification and Statement of Assurances