APPENDIX A: APPLICATION PACKET REQUIREMENTS AND CHECKLIST

1. [ ]  Master Application Form. See Appendix B. The Master Application Form must be completed and signed by the applicant’s authorized representative.

2. [ ]  Project Proposal. See Appendix C. A written description of the project proposal must be submitted with the Master Application Form (Appendix B). Provide a written response to each of the evaluation factors in the order in which they appear**.**

1. [ ]  Grant Scope/Cost Estimate. See Appendix D. The grant scope should be detailed enough to identify each project work item and must be consistent with the cost estimate.
2. [ ]  Property Owner Resolution. See Appendix E. Attach an authorizing resolution from the project property owner, using the required language in the resolution.
	1. [ ]  Funding Sources Form. See Appendix F. List the funding sources that will be used to finance 100% of the grant project.
3. [ ]  CEQA. Grant projects require compliance with the California Environmental Quality Act (CEQA). Check with your local city or county planning agency for more information on how to complete CEQA. Attach one of the following:
4. Notice of Exemption filed with, and stamped by, the county clerk, *or*
5. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by, the county clerk, *or*
6. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with, and stamped by, the county clerk.
7. [ ]  501(c)(3) Certification. Attach copy of your organization’s 501(c)(3) certification.
8. [ ]  Historic Designation. Attach resolution or ordinance designating the project property as a landmark or contributing structure in a local historic district, or DPR 523 series forms documenting the property and evaluating its eligibility for local designation.
9. [ ]  Photos of Historic Resource. Attach a minimum of four color photographs in 4” x 6” format of the project historic resource and site context presented in 8.5” x 11” format. No more than two photographs per page. Include descriptions of each photograph. If project involves replacing historic elements, submit documentation with photos of original upon which the replacement will be based.
10. [ ]  Required Regulatory Permits. Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval is expected to occur.
11. [ ]  Public Access Schedule. Attach a schedule of public accessibility, including hours of operation.
12. [ ]  Project Use Diagram. Provide floor plan of the Project area and proposed uses of each area, specifically designated public access areas and proposed use of other areas.
13. [ ]  Timeline. Attach a timeline indicating the key milestones (such as design, engineering, construction) for project completion.

APPENDIX B: MASTER Application FORM

County of Santa Clara

HISTORICAL HERITAGE GRANT PROGRAM

|  |  |
| --- | --- |
| PROJECT NAME | Requested grant Amount **$**  |
| Other Funding Sources **$**  |
| PROJECT PHYSICAL ADDRESS (including zip code) | Estimated total project cost **$**  |
| Nearest Cross Street |  |
| GRANT APPLICANT (entity applying for the grant) | grant applicant’s Mailing Address |
| AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION OR CERTIFICATION LETTER **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name *(typed or printed*) and Title Email Address Phone |
|  |
| DAY-TO-DAY CONTACT for ADMINISTRATION of the GRANT *(if different from authorized representative)* \_ Name *(typed or printed*) and Title Email Address Phone |
|  |  |
| GRANT SCOPE:I/we represent and warrant that this Application Package describes the intended use of the requested grant to complete the project items listed in the attached Cost Estimate Form and if such grant is awarded I/we fully intend and shall comply with all terms and conditions of the Historical Heritage Grant Program Application and Procedural Guide including the Grant Agreement attached as Appendix H.I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Package, including required attachments, is accurate.  Signature authorized representative as shown in Resolution DatePrint Name Title  |

APPENDIX C: PROJECT PROPOSAL

In conjunction with the Master Application Form (Appendix B), the information contained in the project proposal will serve as the project application. Please provide a written response to each of the following evaluation factors in the order in which they appear and cite any studies, reports, or other data that support the responses.

The project proposal should be no more than twenty (20) numbered 8 ½” x 11” pages (20 PDF pages, excluding attachments), using 12-point Arial font with margins no smaller than .5” on all sides. Submit attachments such as land deed or leases, photos or drawings in the pages following your proposal.

**1. Project Description**

* Describe the proposed project and the specific work items to be funded by the grant.
* Is the historic resource a locally designated landmark or an eligible landmark?
* Who will be responsible for performing what activities (work items)?
* Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?
* Discuss how your project is consistent with the Secretary of the Interior’s Standards.

**2. Historic Preservation Issues/Need**

* How does the project address the preservation of significant cultural, historical, and archaeological resources within Santa Clara County?
* What historic preservation need will the project address?
* How will the project meet that need (beneficiaries, impact and expected result)?
* Why is the project a priority?
* How will the project make a significant, long-term contribution to historic preservation in Santa Clara County?

3. Public Purpose

* How will the project benefit the community?
* How will the project contribute to public education and awareness of the historic resource? Who is the targeted audience?
* Does this project involve work in areas that will not be programmed for public access (administrative areas)?

4. Budget

* Explain how the project is the most efficient, cost effective way of addressing the identified preservation need.
* Explain how project budget was determined.
* Explain the competitive process that will be used to award contracts paid for by grant funds.
* Explain how the anticipated costs to accomplish the project are realistic, reasonable, necessary, and clearly defined. The cost basis for the budget must be documented and justified.
* This is a reimbursement grant program, therefore grantees must be able to have sufficient cash available to complete the project (e.g. cash on hand, line of credit). Are sufficient funds currently available to complete the project?
* If your proposed project will be partially funded by cash contributions and/or other grants, has that funding been secured? If not providing a cash contribution to the project, the answer to this question should be N/A.
* Has your organization previously received County funds (such as HHGP, HGP or other funding)? If so, provide the name of the funded project(s), the funding source (e.g., name of the grant program), the funding year(s), and the grant amount(s).
* If the project is part of a long-range project (multi-phased), how many phases are required to complete the project?
* Do you intend to request additional County funding in the future for the same project?
* Does this project involve infrastructure improvements or other low funding priorities?
* Contingency Funding: Applicant is to discuss how contingencies will be addressed if discovered during the project, and how they will be funded.
* In-Kind Contributions: Applicant may discuss any in-kind contributions to the project (e.g., volunteer labor, administrative oversight).

5. Long-Term Maintenance and Operation

* Describe the plan for long-term maintenance and operation of the historic resource.
* What funding sources or other resources will be used to maintain and operate the property in the future?
* Who will be responsible for the maintenance and operation of the property and ensuring its on-going availability for public use?

6. Project Administration/Professional Capability/Schedule

* Have allplanning, feasibility, and design stages been completed?
* Describe the personnel and methods to be utilized to carry out the project.
* What individual or team will manage the project from the time the grant is awarded until project completion?
* What experience does this individual or management team have which qualifies them to manage the project?
* Describe how the proposed project schedule is realistic and achievable.
* Have any necessary agreements with other organizations or agencies been completed?

**7. Land Tenure**

* Demonstrate the project is located in a public or private park as defined in the eligibility criteria, (e.g., attach zoning map or ordinance).
* If the grant applicant is a tenant or operator, provide the lease or agreement that adequately safeguards the twenty-year use requirement. If the lease or operating agreement will expire before twenty years, the resolution will serve as adequate evidence of continued public use.

APPENDIX D: GRANT SCOPE/COST ESTIMATE FORM

**aPPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_pROJECT nAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK TO BE PERFORMED** | **GRANTEE CASH CONTRIBUTION** | **GRANT** | **TOTAL**  |
| 1.  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL PROJECT AMOUNT** |  |  |  |
| **Contingency (Optional)** |  | XXXXXXXXXX | XXXXXXXXXXX |

Distinguish preservation work from other work required by code or operational updates, for example, infrastructure, and technology and interior improvements. Budget items that incorporate low priority items will be scored lower.

Only items which are readily auditable ‘hard costs’ may be listed in the Grant Scope/Cost Estimate. Do not list In-Kind Contributions.

APPENDIX E: PROPERTY OWNER RESOLUTION

(This language is prescribed and may not be modified without consent from the County)

RESOLUTION OF [insert name of property owner]

**APPROVING [insert name of applicant organization]’s APPLICATION FOR A**

**COUNTY OF SANTA CLARA HISTORICAL HERITAGE GRANT FOR**

**[insert project name] PROJECT IN [insert park name] PARK**

 **WHEREAS**, the County of Santa Clara (“County”) has established the Historical Heritage Grant program to promote historic preservation and the awareness of significant cultural, historical, and archaeological resources within Santa Clara County (“Grant Program”); and

 **WHEREAS**, the County funds the Grant Program with County Park Charter Development Funds, which must be used for the development of real property for county park purposes; and

 **WHEREAS**, the [insert name of applicant organization] (“Applicant”) proposes that the County award Grant Program funds for the [insert project name] project (“Project”) in [insert park name] Park (“Park”), located at [insert park street address]; and

 **WHEREAS**, the County requires that the property on which the grant-funded project is located be continually used for park purposes for a minimum of 20 years and be open to all Santa Clara County residents on a non-discriminatory basis; and

 **WHEREAS**, [insert name of property owner] has granted permission (consent) to Applicant to use the property for the Project for the period of twenty years (20 years), and said consent is evidenced by a grant deed, lease, license or other agreement granting such rights to the Applicant; and,

 **WHEREAS,** Applicant is required pursuant to the Historical Heritage Grant Program Procedural Guide to designate a legally authorized representative to administer the Project and to execute the Grant Funding Agreement (“Grant Agreement”), along with any amendments thereto, on behalf of the Applicant.

 **NOW, THEREFORE, BE IT RESOLVED** that the [insert name of property owner] hereby makes the following determinations:

1. The Project is located on land that will be continually used for park purposes for a minimum of 20 years and, subject to Constitutional or local Charter limits on appropriations for future years, will be open to all Santa Clara County residents on a non-discriminatory basis; and

2. The [insert name of property owner] has reviewed the proposed Project and provided all required approvals for the Project in the Park, including, but not limited to, any licenses, permits, environmental review or operational agreements required prior to authorizing construction; and

1. The [insert name of property owner] hereby delegates authority to [insert title] of [insert name of applicant organization], to sign and submit the Grant Application to the County, to negotiate, execute, amend, or terminate the Grant Agreement and any other agreements in relation to the Historical Heritage Grant Program, and authority to administer and carry out all terms and conditions of the Grant Agreement and related agreements including, but not limited to, taking any all other necessary actions to complete the Project.
2. By delegating such authority to [insert title] of [insert name of applicant organization], the [insert name of property owner] acknowledges, agrees, represents and warrants that the execution of the Grant Agreement and any and all other agreements or amendments by [insert title] of [insert name of applicant organization] binds and obligates the [insert name of property owner] to comply with all terms and conditions of such agreements, without the necessity of additional approvals or conditions;
3. The [insert name of property owner] has had the opportunity to seek the advice of its own legal counsel and other professionals in connection with the Grant Agreement and the Historical Heritage Grant Program Procedural Guide.

6. The [insert name of property owner] hereby approves [insert name of applicant organizations]’s application for the County’s Historical Heritage Grant Program funds for the [insert project name] Project in [insert park name] Park.

**PASSED AND ADOPTED by the** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

 Signature on behalf of Property Owner

 [insert name and title]

APPENDIX F: FUNDING SOURCES FORM

**aPPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Date Committed** | **Amount** |
| **HHGP Funding** | **TBD** | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
| **TOTAL FUNDING SOURCES****Must Equal Estimated Total project Cost** | **$** |
|  |  |
| **CONTINGENCY** |  | **$** |