



## Park County Historic Preservation Advisory Commission

### Preservation Grant Guidelines

#### Purpose of the Park County Historic Preservation Advisory Commission:

The Park County Historic Preservation Advisory Commission was established in 1999 by Park County resolution 99-1 (revised by Resolution 2007-29 in 2007 and Resolution 2012-30 in 2012) to promote the public health, safety, and welfare through:

- a. The protection and preservation of the historic and cultural heritage of Park County by providing for the designation of historic buildings, structures, objects, historic cemeteries and burials, landscapes, sites, and districts (collectively referred to hereinafter as “Landmarks”) in accordance with Resolution 2012-30; and
- b. The enhancement of property values, and the stabilization of historic communities, neighborhoods, farms, ranches, and sites of historic significance; and
- c. The application for and receipt of grants and other similar funding sources through the Park County Office of Historic Preservation to assist in the preservation of designated landmarks and the administration of the Historic Preservation Advisory Commission; and
- d. The increase of economic and financial benefits as a result of the attraction of tourists and visitors to Park County; and
- e. The provision of educational opportunities to increase public appreciation of Park County’s unique heritage.

#### Grant Enabling Resolution:

Park County Resolution 2012-30 - Section 2 (f) (11): The BOCC may make available to the Office of Historic Preservation a yearly fund, the amount of which shall be at its discretion, that shall be available for matching other funding for preservation of designated Landmarks, or Districts, or for other purposes for the promotion of historic preservation in Park County. The Director of the Office of Historic Preservation will present applications for grants from this fund to PCHPAC for its recommendation for or against approval. Final decisions upon such grant requests are at the discretion of the BOCC or their appointed County Representative.

#### Grantmaking Focus:

The Park County Historic Preservation Advisory Commission supports projects, programs, and initiatives that seek to preserve cultural resources and promote historic preservation within Park County. PCHPAC grants may support the activities of individuals and groups such as private property owners, non-profit organizations, local government entities, and federal resource management entities operating within Park County. Projects that have a tangible public benefit or visibly enhance the historic character of Park County are preferred. The types of activities supported include:

- The repair, rehabilitation, or restoration of a designated historic landmark, contributing property within a designated historic district, or a property determined by the Park County Office of Historic Preservation staff to be eligible for historic designation. For example, but not limited to, installation of historically appropriate roofing, rehabilitation of historic wood windows, foundation stabilization, or repairs to historic fencing.

- Stabilization and securing of endangered historic buildings and structures—especially threatened historic outbuildings, barns, and mining structures.
- Programs, events, and activities that increase public awareness and understanding of Park County’s historic resources, such as interpretive signage, educational print materials, tours, or lectures.
- Programs and activities that provide public education in preservation techniques and traditional trades.

**Eligibility & Types of Support:**

The Park County Historic Preservation Advisory Commission makes grants to groups such as non-profit organizations, private property owners, municipal governments, and federal resource management entities operating within Park County. In the past, PCHPAC has made grants to the following types of organizations and projects:

- Private property owners seeking assistance to offset additional costs incurred to make necessary repairs to a historic home in a historically appropriate manner.
- Municipal governments and local community associations seeking to stabilize, repair, rehabilitate, or restore publicly-owned historic buildings in a historically appropriate manner.
- Non-profit organizers of events and activities that promote the understanding and appreciation of Park County’s historic resources.

In the past, grant amounts have ranged from \$100 to \$2,000. Projects are expected to be completed within one calendar year, beginning at the time the grant is awarded. All construction work funded in whole or in part by the Park County Historic Preservation Advisory Commission must follow the Standards for Moving, Altering, or Demolishing historic resources established in Section 8 of Park County Resolution 2012-30.

Applicants are expected to provide evidence of a matching investment in the project. This investment may consist of dollars, volunteer labor, personal labor, donated materials, etc. and can be provided by the applicant, other grantmaking organizations, or other involved parties.

**Application and Award Procedures:**

1. Complete and submit a Park County Historic Preservation Advisory Commission Grant Application.

Application should include:

- brief description of your organization (if applicable)
- description of project, program, event, or activity
- photographs (mandatory if the project involves construction)
- cost estimates and/or project budget
- information on the materials to be used (if the project involves construction)
- qualifications of the person(s) who will be completing the work or organizing the program, activity, or event
- description of any public benefit derived from the project, program, event, or activity
- evidence of matching investment
- statement of how the success of the project will be measured and reported to PCHPAC

2. Park County Office of Historic Preservation Staff will review the application for completeness and contact applicant if more information is needed.
3. Staff will present the completed grant application to the Park County Historic Preservation Advisory Commission at their next regular monthly meeting. Applicants will be informed of the date of the meeting and are welcome to attend. The commission will recommend approval of the grant request, recommend approval of the grant request with conditions/modifications, or recommend denial of the request.
4. The Board of County Commissioners or the Director of the Office of Historic Preservation, acting as their representative, will review the recommendation of the Park County Historic Preservation Advisory Commission and make a final decision regarding funding of the request.
5. Staff will inform the applicant of the final decision within one week of the PCHPAC meeting.
6. Applicants whose grants have been approved must provide a completed and signed W-9 form before funding can be issued.
7. Funding for approved grants is typically issued within 7-14 days of receipt of a signed W-9.
8. Once the project is complete, applicants must provide photographs, reports, samples, etc. that demonstrates how the grant funding was spent. Such material must be submitted to the staff of the Park County Office of Historic Preservation within two months of the completion of the project. Such photographs, reports, or products become the property of PCHPAC and may be used in press releases, reports or presentations as examples of historic preservation work being accomplished in Park County.

Applicants whose grant requests are denied are welcome to revise and resubmit their requests at any time.

**Contact Information:**

Completed grant applications should be sent to [aunger@parkco.us](mailto:aunger@parkco.us) or

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Preservation Planner  
Park County Office of Historic Preservation  
PO Box 1373  
Fairplay, CO 80440

Questions? Contact [aunger@parkco.us](mailto:aunger@parkco.us).