

WISCONSIN FIELD OFFICE

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WISCONSIN ADVISORS

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FOR MORE INFORMATION ON THE
JEFFRIS FAMILY PRESERVATION FUND
FOR WISCONSIN, CONTACT
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FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

The applicant must be a registered not-for-profit organization (501c3) or a local government agency.

The resource must be listed on or *eligible for* listing on the National Register of Historic Places, be locally designated by a Certified Local Government or be a National Historic Landmark.

What types of projects are eligible?

Grants are awarded for preservation planning and education efforts. Examples include, but are not limited to:

- Hiring a preservation architect to produce a historic structures report.
- Developing an economic feasibility study for the reuse of a threatened structure.
- Sponsoring a community forum to develop a shared vision for the future of a historic neighborhood.
- Underwriting travel costs or honoraria for a keynote speaker at a local or statewide preservation conference.
- Developing a preservation or architecture curriculum for school children.
- Hiring a fundraising consultant to develop a capitol campaign for a building rehabilitation.
- Assisting a local historic preservation commission with continued education or training opportunities.

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February 1, 2009 Application Deadline

The Midwest Office (MWO) of the National Trust for Historic Preservation is now accepting grant applications from Wisconsin for grants from their endowed Preservation Fund (PF).

The **Jeffris Family Preservation Fund for Wisconsin** was made possible by a generous grant to the National Trust for Historic Preservation from the Jeffris Family Foundation of Janesville. It is separate from the grants awarded directly from the Jeffris Family Foundation.

The fund encourages grassroots preservation of Wisconsin's architectural and historic resources. A principal goal is to increase the capacity of preservation groups to revitalize their communities through rehabilitation, restoration, and adaptive use of important local historic resources. Since 1999, the fund has provided over \$137,908 to projects throughout the state. Special emphasis is placed on projects in rural communities with a population under 10,000. Projects in Madison, Milwaukee, and Green Bay are not eligible to apply for the Jeffris PF but should contact the MWO for information on other grant funds.

The Jeffris PF offers financial assistance in the planning stages of preservation projects, providing small "seed grants" that serve as a catalyst to move a project forward. With awards typically ranging from \$1,000-\$5,000, grants assist non-profit organizations and local governments with the costs of obtaining professional consultants or providing support for preservation-based education activities.

Typical uses for the fund include historic structure reports, feasibility studies for endangered buildings or sites, architectural planning, landscape research and planning, development of heritage education and co-sponsorship of workshops and conferences. The application process is competitive and recipients must match grants at least dollar-for-dollar; the funding cannot be used for "bricks & mortar" projects. See the *Application Tips* and *Frequently Asked Questions* section of this newsletter for more information about the application process. **Applications are available through the Wisconsin Field Office (WFO) and must be postmarked by February 1st.** If you are not ready to submit for this deadline but are planning to apply in the future, contact Trent Margrif at the WFO to discuss your proposed project.

Application Tips

The application process is not extensive or onerous and you do not need to be a professional grant writer to apply. However, there are some general tips that can help you as you complete the application.

CONTACTING THE WISCONSIN FIELD OFFICE

If you are considering submitting an application, **contact the WFO**. The staff can provide guidance and suggestions and can even review draft applications if they are submitted **well in advance** of the deadline. It is beneficial to you if the WFO is familiar with your project before the final application arrives at the office.

THE APPLICATION FORM

The application form is available in Word document format from the WFO. **Fill out the form electronically and print two copies for submission.** Handwritten applications will not be accepted.

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THE DICKEYVILLE GROTTTO

WAS AWARDED \$5,000 TO HIRE A CONSULTANT TO CREATE A CONDITION ASSESSMENT AND MAINTENANCE PLAN. BUILT BETWEEN 1925 AND 1930, THE DICKEYVILLE GROTTTO IS ONE OF THE LARGEST AND MOST INTACT GROTTTO SITES IN THE UPPER MIDWEST AND DRAWS 25,000 VISITORS ANNUALLY.

Application Tips

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RESPONDING TO QUESTIONS

It is important that you respond to each and every question clearly and concisely. Also, remember that your answers will be reviewed according to the criteria provided in the PF Brochure included with the application form. **It is important to review these criteria before completing your application and to keep them in mind when composing your answers.** Of particular importance is a clear statement describing the project for which you are seeking funding. If you are seeking funding for one portion of a larger project, please precisely describe which aspect of the project you would apply grant funds towards. Please indicate if any questions are not applicable because of the type of project you are proposing.

BUDGET

It is important to reflect the total budget of the project as well as the amount you are requesting from the fund and how that portion will be matched. **Grants must be matched on a one-to-one cash basis.** In-kind contributions cannot be counted as a match—this includes donated services or goods. If you have any budget questions, please contact the WFO prior to submitting your application.

PHOTOGRAPHS

Since the WFO and the review committee may not be able to visit your site during the grant review process, photographs are an absolutely essential part of the application package. **BOTH digital and printed images are required.** Submit at least four different digital images at a minimum of 300 dpi, identified by project name and location and dated. Please include at least one overall view of the property. In addition to exterior and interior images, it is important to show additional views that most accurately reflect the resource and demonstrate the need for the project. If historic images are included, please indicate the appropriate source. Images should be saved to a CD with file names that clearly identify the contents of each image. You must also submit two 4" x 6" or larger photographic prints of the project site, identified by project name and location and dated. Please include photo credit information. Inclusion of videos and oversized documents is discouraged. Submitted images may be used by the WFO or the National Trust in our publications.



MINERAL POINT LIVING ARTS CENTER

RECEIVED \$1,100 TO HELP SUPPORT A WEEK-END OF PRESERVATION WORKSHOPS IN MINERAL POINT. THE WORKSHOPS ADDRESSED VARIOUS TOPICS RELEVANT TO HISTORIC PRESERVATION THROUGH HANDS-ON SESSIONS, LECTURES, AND TOURS OF HISTORIC PROPERTIES.

FORUM MEMBERSHIP

Forum membership is required to receive a grant but not to apply for a grant. **If your organization is not a *Forum* member and you are chosen to receive a grant, you will then be asked to join.** *Forum* membership provides access to preservation professionals and materials through the *Forum Journal*, *Forum News*, *Forum Online* and the *Forum List* serve. These can be valuable sources of information as you are undertaking your project. *Forum* membership is \$115 annually, and you can join online at www.preservationnation.org.



THE DRIFTLESS AREA LAND CONSERVANCY

RECEIVED \$5,000 TO FUND A HISTORIC STRUCTURES REPORT FOR THE LONG-TERM PRESERVATION OF THE THOMAS STONE BARN. COMPLETED IN 1881 THE BARN REFLECTS CAREFUL ATTENTION TO DETAIL.

Frequently Asked Questions

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What types of projects or expenses are ineligible?

- Building or other construction activities
- Historic resource surveys to create inventories or to list resources on the National Register of Historic Places
- Academic research
- Acquisition of property or objects
- Organizational overhead or staff salaries
- Expenses incurred prior to the grant approval

How often may I apply?

If you are a new applicant and submit an application but do not receive funding, you are welcome to apply in the next round. We strongly suggest that you speak to the WFO and find out what would be needed to make your application a stronger candidate.

If you have previously received funding, you may not receive more than three grants in any two-year period, and only one grant will be awarded for a particular project phase.

What type of reporting is required?

If you are selected to receive a grant, you will have one year from the date of receiving the funds to provide a formal, Final Report to the Midwest Office. The report must include a financial accounting of the expenditure of the grant, documentation of all expenditures and matching money, and a copy of the final product funded by the grant, if applicable.

When are recipients notified?

You will receive notification from the MWO approximately six weeks after the application deadline.

Please note - completed applications should be sent to:

National Trust for Historic Preservation
Midwest Office
53 W. Jackson Blvd., Suite 350
Chicago, IL 60604

Please don't hesitate to contact us if you require further assistance or additional information.