



FLORIDA DEPARTMENT *of* STATE
DIVISION OF HISTORICAL RESOURCES

**HOW TO APPLY FOR A
SMALL MATCHING GRANT**

**HISTORIC PRESERVATION
GRANTS PROGRAM**

GRANTS STAFF

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DEPARTMENT OF STATE

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graph TD; A[DEPARTMENT OF STATE] --> B[OFFICE OF CULTURAL, HISTORICAL AND INFORMATION PROGRAMS (OCHIP)]; B --> C[DIVISION OF HISTORICAL RESOURCES (DHR)]; C --> D[HISTORIC PRESERVATION GRANTS PROGRAM];
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OFFICE OF CULTURAL, HISTORICAL AND INFORMATION
PROGRAMS (OCHIP)

DIVISION OF HISTORICAL RESOURCES (DHR)

HISTORIC PRESERVATION GRANTS PROGRAM

THE SMALL MATCHING GRANTS PROGRAM IS GOVERNED BY

Chapter 267.0617, *Florida Statutes*

Chapter 1A-39, *Florida Administrative Code*

Small Matching Grant Guidelines

THE GUIDELINES CAN BE FOUND ON THE GRANTS WEBPAGE:

<http://dos.myflorida.com/media/694124/2015-sm-guidelines-final.pdf>

WHO IS ELIGIBLE FOR A SMALL MATCHING GRANT

ELIGIBLE APPLICANTS

- Public entities such as:
counties or municipalities,
School districts,
state colleges or universities,
agencies of state government
- Non-Profit Organizations

INELIGIBLE APPLICANTS

- For-profit organizations
- Individuals
- Private residences

NOTE: The project site has to be open and accessible to the general public.

RECENT LEGISLATIVE APPROPRIATIONS



Small Matching Grants

FY 2017	\$1.77 Million
FY 2016	\$1.9 Million
FY 2015	\$1.8 Million
FY 2014	\$6 Million
FY 2013	\$3.8 Million
FY 2012	\$.9 Million

SMALL MATCHING GRANT APPLICATION CYCLE

SUBMISSION PERIOD OPENS:

- April 1, 2017

SUBMISSION PERIOD CLOSES:

- May 1, 2017, **5:00 p.m. EST**

FUNDING AVAILABILITY:

Applications will be evaluated on a competitive basis and the selected projects will be awarded funds beginning on July 1, 2018, for a 12-month grant period.

GRANT AWARD AND MATCH

Award

- Small Matching Grants provide assistance of up to \$50,000 depending on the project type.
- Your grant amount must be spent within one fiscal year.

Match

- *The Applicant Organization is required to provide a matching share equal to the grant award; a **minimum of 25% of this match must be cash.***
- The remaining match may include in-kind services, volunteer labor, donated materials, and additional cash. Both grant award and match must be expended within the one year grant period.
- There are some exceptions to the match requirement: Match is waived for Certified Local Governments. Also projects located in REDI counties or communities are exempt from the match requirement.

RURAL ECONOMIC DEVELOPMENT INITIATIVE

- No match is required for proposed projects to be conducted within REDI areas.
- REDI designation is available to counties and communities meeting specific economic distress factors.
- REDI list is reviewed annually and is administered by the Department of Economic Opportunity.

For more REDI information, visit www.floridajobs.org/.

CONTACT:

Sherri Martin

850.717.8520

sherri.martin@deo.myflorida.com

CERTIFIED LOCAL GOVERNMENT

- No match is required for Applicant Organizations that are **CLGs**.
- **CLGs** can apply for federal and/or state funds for a range of project types as specified below.

Federal Awards are limited to:

- Survey and Planning
- Nominations to the National Register of Historic Places

State Awards are limited to:

- Historic Markers
- Community Education
- Survey and Planning
- Nominations to the National Register of Historic Places
- Acquisition
- Development

CONTACT:

Michael Zimny

michael.zimny@dos.myflorida.com

850.245.6333

Flheritage.com/preservation/clg

FLORIDA MAIN STREET START-UP GRANT

- No match is required for Applicant Organizations that are **Florida Main Streets**.
- At the moment Florida has 47 active designated Florida Main Street programs/communities.
- A list of these is available at FloridaMainStreet.com.

CONTACT:

Ronni Wood

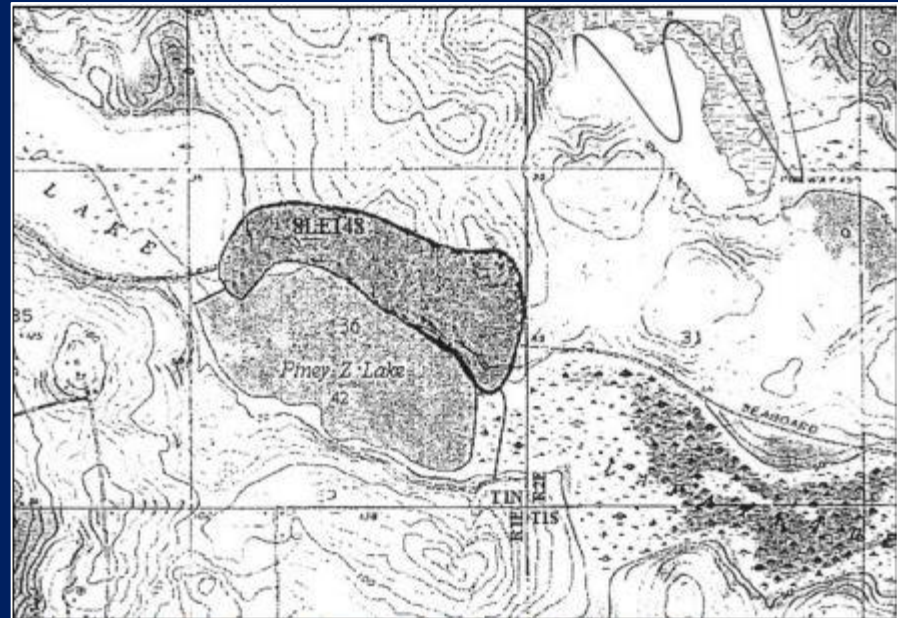
ronni.wood@dos.myflorida.com

FloridaMainStreet.com

SMALL MATCHING GRANT PROJECT TYPES

ACQUISITION

- Acquisition of historical properties or archeological sites



Map of eastern Leon County, Florida, showing location of Block-Sterns site.

DEVELOPMENT

- Preservation
- Protection
- Restoration
- Rehabilitation
- Stabilization of historical archaeological sites and structures
- Excavation of individual archaeological sites
- Preparation of measured drawings and records necessary to record historical and archaeological sites and properties
- Historic Structure Assessments/Preservation Plans



SURVEY AND PLANNING

- Surveys for the identification and evaluation of groups of historic and archaeological sites.
- Preservation Planning and Design Guidelines.

NOTE: Funding is generally provided to procure the services of qualified professionals to conduct work (e.g. Professional Architectural Historians or Professional Archaeologists).



FOR PROJECTS TO CONDUCT SURVEYS

Indicate if the survey is part of a comprehensive plan, a disaster mitigation strategy, or aimed at recording local history.

A survey will help determine what buildings or properties are significant and worthy of preservation.

Grants funds can be used for:

- Updating existing historical or archaeological surveys.
- Creating new surveys to record previously unidentified resources.

What is required:

- Research the history of the properties and the surrounding area.
- Document the properties to describe the construction date, size or dimensions, historic elements and style, types of materials used for construction, alterations (if any), and past/current uses.

NOMINATIONS TO THE NATIONAL REGISTER OF HISTORIC PLACES (DISTRICT OR INDIVIDUAL)

- Properties should be at least 50 years of age, meet one or more of the four national register criteria, and retain enough integrity (historic character) to convey those associations.
- National Register criteria may be summarized as: association with events (criterion a), people (criterion b), design or construction (criterion c), or data (criterion d).
- Further information on national register requirements can be found at:
[nps.Gov/nr/publications/bulletins/nrb15/](https://www.nps.gov/nr/publications/bulletins/nrb15/)

CONTACT:

Ruben Acosta

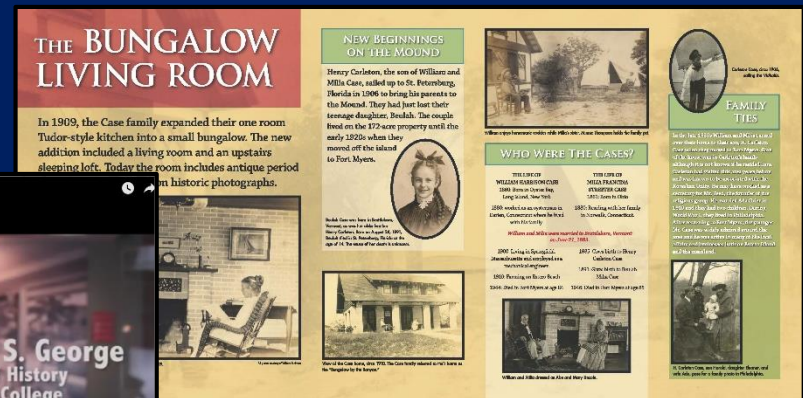
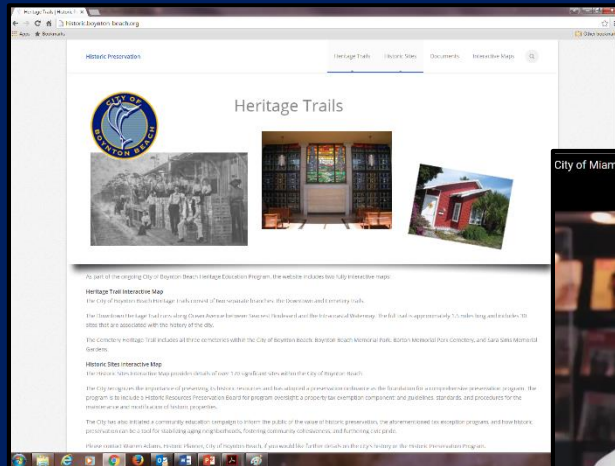
850.245.6364

Ruben.Acosta@dos.myflorida.com

COMMUNITY EDUCATION

Historic preservation education activities and publications

- Printed educational materials for public distribution (e.g. maps, posters, booklets)
- Electronic media (e.g. smartphone apps, audio/visual productions, websites)
- Other educational products (e.g. educational outreach programs, seminars, and lesson plans)



FLORIDA MAIN STREET START-UP GRANT

Florida Main Street is a preservation-based revitalization program for traditional commercial centers (e.g. downtowns).

One-time start-up grant for newly designated Main Street organizations to help pay for a Main Street Manager, office rental or supplies.

CONTACT:

Ronni Wood or Katerina Paliwoda

ronni.wood@dos.myflorida.com

katherina.paliwoda@dos.myflorida.com

FloridaMainStreet.com



NOTE: Up to \$25,000 to be expended within the one-year period.

No match required.

HISTORICAL MARKERS

Historical Marker text (monolingual or bilingual) must be approved by the Florida Historical Marker Council *prior* to submission of the grant application and marker may not be purchased prior to grant agreement execution.

The current marker costs are

- \$1,900 for a single-sided marker (same text on the front and back sides). \$2,200 for a double-sided marker (different text on front and back)

CONTACT:

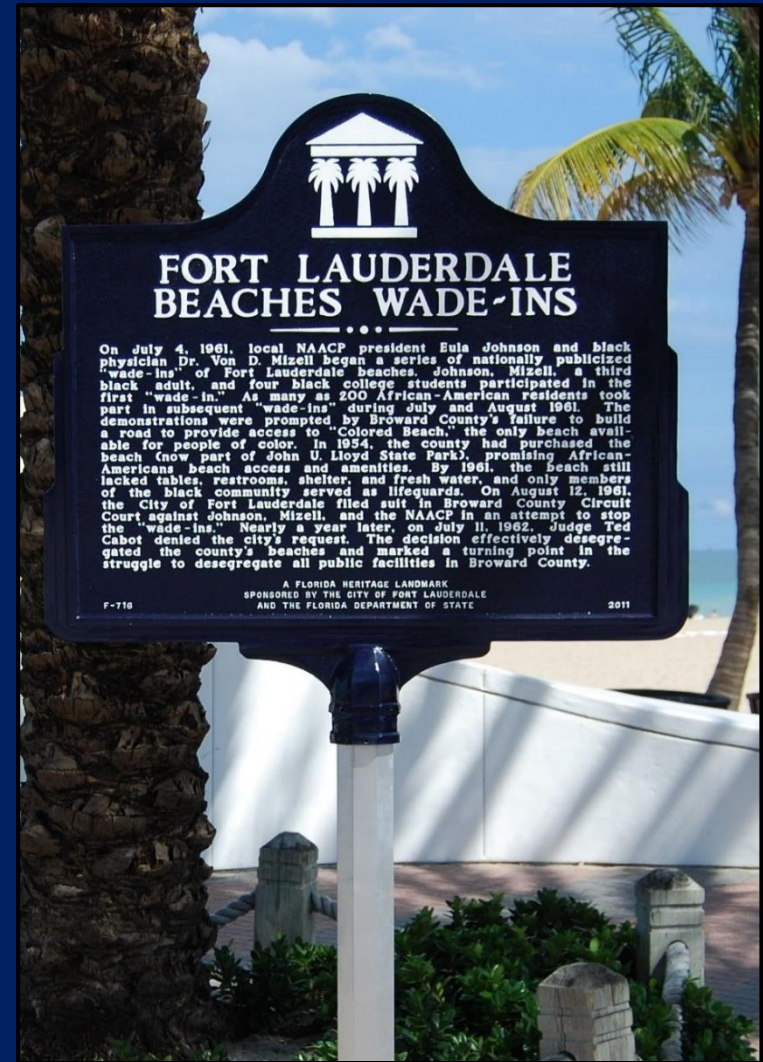
Michael Hart

michael.hart@dos.myflorida.com

850.245.6371

FloridaHistoricalMarkers.com

NOTE: Up to \$950 for a single sided marker or \$1,100 for a double-sided marker plus installation costs.



ONLINE APPLICATION

**THE DOS GRANTS ONLINE SYSTEM
CAN BE ACCESSED AT:**

www.DOSgrants.com

KEY SECTIONS OF THE GRANT APPLICATION

HELPFUL HINTS

ORGANIZATION INFORMATION

- The new online system will require applicants to create an organization profile and a personal profile for the individual preparing and submitting the application on behalf of the organization.
- The system will prompt you as to how to begin your application.
- Provide the required information, such as designated project contact. This person and their contact email will be used by the Division for all communication regarding the application.
- Provide FEID number for the Applicant Organization.

PROJECT TYPE

 Print Preview ||  Exit

- A. Organization Information
- B. Project Information**
- C. Description and Project Specifics
- D. Budget and Match
- E. Activities and Property Information
- F. Historical Designation, Protection and Visitation
- G. Economic Impact and Maintenance Costs
- H. Attachments and Support Materials
- I. Review and Submit

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Project Information

1. Project Type *

Select the project category for which grant funds are requested. If you are unsure of which category to select, please refer to the definition beneath each project category.

☐ Development Project

Development activities for historic properties including: restoration, rehabilitation, preservation, reconstruction, and site-specific planning for these activities: condition assessments; and recordation of historic and archaeological properties threatened with damage or destruction. Exception: structural integrity work on religious properties is allowable.

☐ Community Education Project

Projects aimed at increasing public understanding and awareness of the importance of historical and archaeological resources and their preservation, either in general or in particular for specific sites, properties, and collections.

☐ Survey and Planning Project

Projects which identify and evaluate cultural resources and contribute to processes and programs to protect those resources. Preparation of long term historic preservation and management plans for historic and archaeological resources.

☐ Acquisition Project

Acquisition of a single Historic Property or archaeological site, or group of such, in which all resources have the same owner.

☐ Main Street Project

A one-time start-up grant to newly designated Florida Main Street communities pursuant to Chapter 1A-36, Florida Administrative Code and a one-time restart grant for Main Streets that have been inactive for more than twenty years and have new board members to rejoin the Main Street Program. Historical Marker Project

☐ Historical Marker Project

Projects which assist with the acquisition of state markers for which texts have been approved by the State Historical Marker Council.

☐ National Register Nominations

Preparation of National Register nomination proposals for individual historic properties or archaeological sites, historic or archaeological districts, or thematic or multiple resource groups.

2. Certified Local Governments (CLG) *

Only governmental entities that are Certified Local Governments (CLG) in good standing are eligible to receive Federal funds for the Survey and Planning and National Register project categories. CLGs may also apply for state funds for projects in other categories. No more than two (2).

SCOPE OF WORK

EXPLAIN THE PROPOSED PROJECT BY LISTING THE SPECIFIC ITEMS OF WORK.

DESCRIBE IN DETAIL:

- what major elements you will be undertaking,
- how will you accomplish those tasks, and
- what the end product will be.

NOTE: For projects involving individual historic properties or archaeological sites, use the Activities and Property Information section to describe the historic significance of the property.

A. Organization

Information

B. Project Information

C. **Description and
Project Specifics**

D. Budget and Match

E. Activities and Property
Information

F. Historical Designation,
Protection and
Visitation

G. Economic Impact and
Maintenance Costs

H. Attachments and
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

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Description and Project Specifics

1. Scope of Work *

In the space provided below, briefly describe the scope of work for the project for which funding is requested. Indicate what work will be completed during the grant period using the funds requested and the required match. Please include a short description of the major work items involved and the end product.

Format

B *I* U      

2. Tentative Project Timeline

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Grants, if awarded, will begin 3/20/2017 and expire 12/31/2018. Projects should be completed within 12 months.

+ Add new record

#	Project Activity	Starting Date	Ending Date	

◀

◀

0

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20 items per page

No items to display

3. Development Projects

TENTATIVE PROJECT TIMELINE

- Identify when the major elements will be completed as the project progresses.

TENTATIVE PROJECT TIMELINE EXAMPLE

Project Element	Starting Dates	Ending Dates
Request for Proposal	July 2017	August 2017
Hire Historic Architect	August 2017	September 2017
50% Construction Documents	September 2017	October 2017
100% Construction Documents	October 2017	November 2017
Restoration work commence	November 2017	May 2018
Restoration work completed	May 2018	May 2018
Final Inspection and closeout report	June 2018	June 2018

BUDGET AND MATCH

- Identify whether the items will be paid by the grant, paid by the applicant, or provided in-kind by the applicant.
- Time dedicated to grant project by staff employed by the applicant is allowable as In-Kind Match and must be thoroughly documented during the grant period.
- Identify the major components of the project: if multiple components will be carried out by the same entity, they can often be consolidated.
- Most project budgets will not exceed 10 items.

ESTIMATED BUDGET EXAMPLE 1

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Laboratory Testing	\$6,000	\$0	\$0	\$6,000
2	Roof repair/replacement	\$33,000	\$17,000	\$8,000	\$45,000
3	Masonry repair and restoration	\$0	\$20,000	\$0	\$20,000
4	Architectural Engineering and Conservation Services	\$11,000	\$0	\$0	\$11,000
5	Grant Administration	\$0	\$0	\$5,000	\$8,000
	TOTAL	\$50,000	\$37,000	\$13,000	\$100,000

ESTIMATED BUDGET EXAMPLE 2

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Archaeological Investigation	\$42,272	\$10,289	\$91,491	\$144,052
2	Project Blog/Webpage Support	\$420	\$0	\$0	\$420
3	Special Issue of Spyglass Magazine	\$2,261	\$2,261	\$0	\$4,522
4	Grant Administration	\$4,994	\$0	\$0	\$4,994
	TOTAL	\$49,947	\$12,550	\$91,491	\$153,988

BUDGET AND MATCH

- A. Organization Information
- B. Project Information
- C. Description and Project Specifics
- D. **Budget and Match**
- E. Activities and Property Information
- F. Historical Designation, Protection and Visitation
- G. Economic Impact and Maintenance Costs
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Budget and Match

1. Rural Economic Development Initiative (REDI) Waiver of Match Requirements *

Applicants located in counties or communities that have been designated as rural community in accordance with Section 288.0056 and 288.06561, Florida Statutes, may request a waiver of matching requirements. (Waivers are not available for Historical Marker Projects.)

Are you requesting a waiver? Am I In a REDI Community?

☐ Yes

☐ No

2. Project Budget

List your estimated expenses and how they will be paid (from match, the grant, or both). Only include expenses that are specifically related to the project. Expenses may include an actual amount to be paid or the value of an in-kind contribution. Round amounts to the nearest dollar. Rows must have a value in State, or Cash Match, or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the "Grant" column.

2.1. Project Budget *

+ Add new record

#	Description	En...	Grant Funds	Cash Match	In-Kind Match	Total	
			\$0.00	\$0.00	\$0.00	\$0.00	

0

20

items per page

No items to display

Amount Of Grant Funding Requested

Match Amount

2.2. Additional Budget Information/Clarification

Use this space to provide additional detail or information about the proposal budget as needed. For example, where the relationship between items in the Project Budget and the objectives of the project may not be obvious, please provide clarification regarding the necessity for or contribution of those work items to the successful completion of the project.

ACTIVITIES AND PROPERTY INFORMATION

- Provide a summary of the project-related activities completed at the time of application submittal, if any.
- Such activities may include architectural studies or plans or archaeological research accomplished, such as research design or previous excavation or site assessment work.
- Should they have already been completed, your printed architectural project schematics or construction documents must be uploaded with this application as supporting materials.
- Work that is completed before the grant period begins is not an eligible grant or match expense.

Example Table

Activity Description	Date Completed	Cost/Value	Delete
Plans	8/15/18	\$5,000.00	

PROPERTY OR SITE SIGNIFICANCE

- For projects involving individual historic properties or archaeological sites, describe the historical significance of the site.
- Discuss whether the site is listed on, or may be eligible to be nominated to, the National Register of Historic Places.
- Discuss any local designations or protections of the site.

NOTE: There is no requirement of National Register listing to apply for our historic preservation grants, but please provide sufficient information to allow for historical significance to be fully evaluated.

CONTACT:

Florida Master Site File

850.245.6440

SiteFile@dos.myflorida.com

Flheritage.com/preservation/master-site-file/

NAMING ATTACHMENTS

- All supplementary information must be uploaded to the online system as part of the application. No attachments will be accepted outside of the online system.
- Please name each file to reflect its contents:
 - example: Monticello Main Photograph
 - example: Bandshell FMSF form updated
 - example: Children's Museum brochure
- If you have multiple documents (for instance photographs) for one attachment, combine them all into one single document and then upload as a single attachment.

ATTACHMENT: DOCUMENTATION OF NON-PROFIT STATUS

Non-Profit Organizations Only

- All in-state corporate entities must provide documentation of their current registration as a Florida non-profit corporation with the Division of Corporations, Florida Department of State:
SunBiz.org.
- Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

ATTACHMENT: DOCUMENTATION OF CONFIRMED MATCH

Must contain documentation of **all** match

Documentation must include:

Cash-on-hand or pledges:

- As documented by a letter from the local government manager or assistant manager, the chair of the commission, or the executive director of an non-profit organization (NPO).
- The organization can also provide a bank statement or letter from the grantee's financial institution.
- At least 25% of your total match contribution must be cash.

NOTE: Match that is not adequately documented will be disallowed, which will reduce the grant award amount. Applications with inadequate match may be determined ineligible.

ATTACHMENT: DOCUMENTATION OF CONFIRMED MATCH (CONTINUED)

Volunteer Labor, In-Kind Services, or Donated Materials:

- A detailed statement from the individual or entity making the donation should include a justification of the value or hourly rate.
- An explanation of how it will be used to fulfill the objectives of the project.
- For services or labor, estimate the numbers of work hours being pledged multiplied by the appropriate hourly wage.

NOTE: Match that is not adequately documented will be disallowed, which will reduce the grant award amount. Applications with inadequate match may be determined ineligible.

ATTACHMENT: LETTERS OF SUPPORT, ENDORSEMENTS, OR RESOLUTIONS

- Letters of support are not required, but are highly recommended.
- If received after the deadline, these documents will be accepted if received at least one month prior to the Public Review Panel Meeting.
- Although there is no limit, 10 letters are sufficient.
- Form letters are discouraged.

Please address all letters to:

Dr. Timothy Parsons, Director
Division of Historical Resources
R.A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, Florida 32399-0250

ATTACHMENT: LETTERS OF SUPPORT, ENDORSEMENTS, OR RESOLUTIONS (CONTINUED)

Cover sheet for this attachment

Provide a cover sheet that includes a list of the letters of support, endorsements, or resolutions included in your application. Please include in the list:

- Name of sender
- Type of communication (letter, petition, resolution, etc.)
- Organization represented (if applicable)
- Date of the item

NOTE: Remember to save the cover sheet and letters as a single attachment and then upload.

ATTACHMENT: PHOTOGRAPHS

All applications must include images showing:

- Existing conditions
- General views of the site
- Any visible archaeological features
- Artifacts recovered from previous work (as applicable)
- Images of proposed Exhibit Sites

For Development Projects, minimum requirements are:

- Current photographs of all exterior elevations
- Principal interior spaces
- Significant architectural features
- Provide historic photographs of the property (if available)

Cover sheet for this Attachment:

- Either a PDF file or Word document
- List the following for each photograph
 - Property name and location
 - Brief description
 - Date of the image

NOTE: Photographs are important for all types of projects.

Photograph submission guidelines can be found here:

<http://dos.myflorida.com/media/696157/photo-guidelines.pdf>

ATTACHMENT: PRESENTATION PHOTOGRAPH

Important: Designate one of the digital images as the principal view of the project. This image will be shown in the public meeting.

Please provide

- Property Name
- Approximate date of the image

ATTACHMENT: ARCHITECTURAL PROJECT SCHEMATICS AND CONSTRUCTION DOCUMENTS

FOR DEVELOPMENT PROJECTS ONLY

- If completed, submit architectural project schematics and construction documents in PDF format.

ATTACHMENT: FLORIDA MASTER SITE FILE FORM

Site Specific Projects Only

- Site-specific projects are projects for which work will be conducted on a single property, such as renovating an historic resource.
- Fill out and submit a Site File form with your application including a photo and map.
 - If the property is previously recorded, provide an updated form.
 - If the property is not currently recorded, complete a new form.
- **DO NOT** resubmit copies of forms that are already in Site File records.

NOTE: If requesting existing forms for reference, let the Site File staff know you are working on a grant application and allow two (2) weeks to process your request.

ATTACHMENT: DOCUMENTATION OF THREAT

- Provide meeting minutes, newspaper articles, photographs, and/or public notices showing immediate threats to the property
- Threats may include demolition, encroaching development, looting, vandalism, natural forces such as beach erosion and or flooding, termite infestation, structural deficiencies, and exposure to the elements causing deterioration.

NOTE: All projects should have something to provide here.

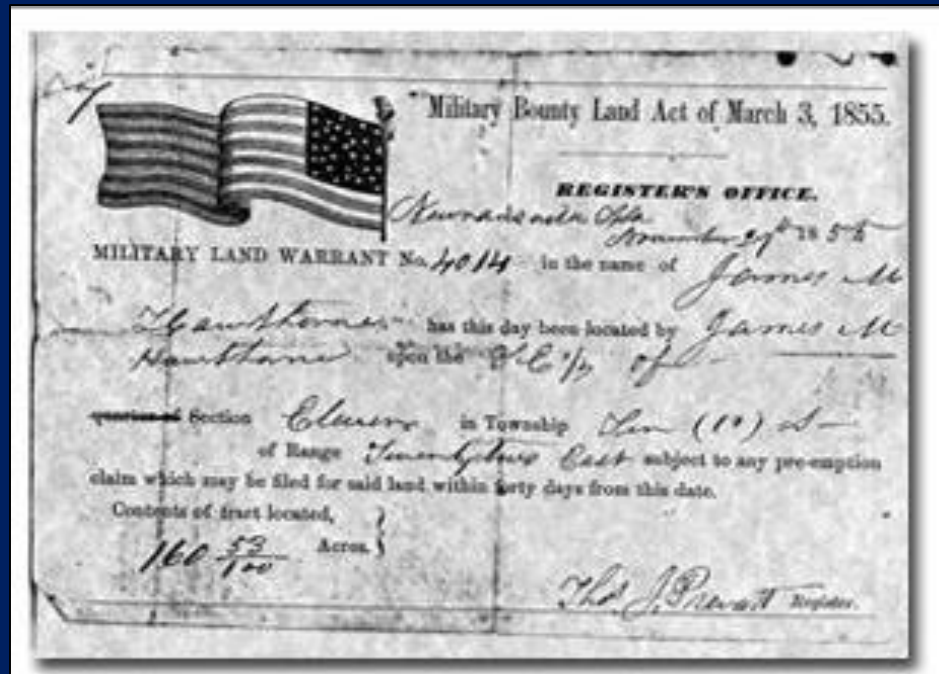
ATTACHMENT: APPRAISAL AND PURCHASE DOCUMENTS

Acquisition Projects must include

- Complete appraisal(s) prepared by a Florida State Certified General Real Estate Appraiser. Two appraisals are required if the value of the first appraisal exceeds \$500,000.
- A title search
- An executed option or purchase agreement
- Property survey
- A copy of a professional archaeological survey if the property is being proposed for purchase as a significant archaeological site.

ATTACHMENT: COPY OF TITLE SEARCH

Acquisition Projects Only



ATTACHMENT: COPY OF EXECUTED OPTION OR PURCHASE AGREEMENT

Acquisition Projects Only

PURCHASE AGREEMENT

The undersigned (herein "Purchaser") hereby offers to purchase from the owner (herein "Seller") the real estate located at _____ in the city of _____ County of _____ State of _____ the legal description of which is _____

subject to the following terms and conditions:

Purchase Price and Conditions of Payment

The purchase price shall be _____ Dollars (\$ _____) to be paid in accordance with subparagraphs _____ below:

- **Cash:** The purchase price shall be paid in its entirety in cash at the time of closing the sale.
- **Cash Subject to New Mortgage:** The purchase price shall be paid in cash at the time of closing the sale, subject, however, to Purchaser's ability to obtain a first mortgage loan within _____ days after the acceptance of this offer by Seller in the amount of \$ _____ payable in not less than _____ monthly installments, including interest at a rate not to exceed _____ % financing. If such financing cannot be obtained within the time specified above, then either Purchaser or Seller may terminate this agreement and any earnest money deposited by Purchaser will be promptly refunded.
- **Cash Subject to Existing Mortgage:** The purchase price shall be paid in cash at the time of closing the sale after deducting from the purchase price the then outstanding balance due and owing under the existing mortgage in favor of _____ dated _____ 20____ in the original amount of \$ _____ of such mortgage debt is approximately \$ _____ as of _____ 20____.
- **Cash with Assumption of Existing Mortgage:** The purchase price shall be paid in cash at the time of the closing of the sale after deducting from the purchase price the then outstanding balance due and owing under the existing mortgage in favor of _____ dated _____ 20____ having a present balance of approximately \$ _____ as of _____ 20____ which the purchaser hereby assumes and agrees to pay in accordance with its terms and to perform all of its provisions; purchaser shall pay any and all payments coming due after the closing of the sale. Any transfer fees required by the mortgage shall be paid by _____.
- **Sale by Land Contract:** The purchase price shall be paid in accordance with the certain land contract attached hereto and incorporated into this contract by this reference. The down payment to be made at the time of closing this sale shall be \$ _____ and the balance of \$ _____ shall be paid at the rate of _____ % per annum.

Earnest Money Deposit

As earnest money, Purchaser deposits \$ _____ with the broker which shall be applied to the purchase price at the time of closing the sale; in the event that this offer is not accepted by Seller, the earnest money deposit shall be promptly refunded to Purchaser by the broker. In the event that this offer is accepted by Seller and Purchaser shall fail to perform the terms of this agreement, the earnest money deposit shall be forfeited as and for liquidated damages suffered by Seller. Seller is not, however, precluded from asserting any other legal or equitable remedy, which may be available to enforce this agreement.

PURCHASE AGREEMENT

Real Estate Taxes, Assessments, and Adjustments

Real Estate Taxes assessed against the property shall be prorated through the date of closing the sale and Seller shall pay all taxes allocated to the property through that date of acceptance of this offer to purchaser. Rent, if any, shall be prorated through the date of closing and all rent deposits shall be transferred to Purchaser. Binding casualty insurance shall be canceled/prorated through the date of closing.

Title to the Property

Seller shall provide purchaser prior to the closing and promptly after the acceptance of this offer, at Seller's expense and at Seller's option, an abstract of title to the property brought down to date or an owner's policy of title insurance in an amount equal to the purchase price, said abstract of policy to show marketable or insurable title to the real estate in the name of Seller, subject only to easements, zoning and restrictions of record and free and clear of all other liens and encumbrances except as stated in this offer. If the abstract title policy fails to show marketable or insurable title in Seller a reasonable time shall be permitted to cure or correct defects. Seller shall convey title to Purchaser at the time of closing by a good and sufficient general warranty deed, free and clear of all liens and encumbrances except as otherwise provided in this offer and subject to easements, zoning and restrictions of record.

Possession of the Property

Purchaser shall be given possession of the property on _____ 20____. A failure on the part of Seller to transfer possession as specified will not make Seller a tenant of Purchaser, but in such event Seller shall pay to Purchaser \$ _____ per day as damages for breach of contract and not as rent. All other remedies, which Purchaser may have under law, are reserved to Purchaser.

Risk of Loss

The risk of loss by destruction or damage to the property by fire or otherwise prior to the closing of the sale is that of Seller. If all or a substantial portion of the improvements on the property are destroyed or damaged prior to the closing and transfer of title this agreement shall be voidable at Purchaser's option and in the event Purchaser elects to void this agreement the earnest money deposited shall be promptly refunded.

Improvements and Fixtures Included

This offer to purchase includes all improvements, buildings and fixtures presently on the real estate including but not limited to electrical, gas, heating, air conditioning, plumbing equipment, built-in appliances, hot water heater, screens, storm windows, doors, Venetian blinds, drapery hardware, awnings, attached carport, radio, television, antennas, trees, shrubs, flowers, fences and _____

General Conditions

It is expressly agreed that this agreement to purchase real estate includes the entire agreement of Purchaser and Seller. This agreement shall be binding upon the heirs, personal representatives, successors and assigns of both Purchaser and Seller. This agreement shall be interpreted and enforced in accordance with the laws of the State of _____

Special Conditions

ATTACHMENT: CERTIFIED LAND SURVEY

Acquisition Projects Only



ATTACHMENT: ARCHAEOLOGICAL SUPPORTING DOCUMENTS

ARCHAEOLOGICAL SURVEYS ONLY

- Previous archaeological site reports and surveys (if available)
- Curriculum vitae for Principal Investigator and key personnel (if already selected)

ATTACHMENT: VERIFICATION OF APPROVAL OF THE FLORIDA HISTORICAL MARKER COUNCIL

FLORIDA HISTORICAL MARKER PROJECTS ONLY

- Submit the text approved by The Florida Historical Marker Council. This can be obtained from the Marker Program Coordinator.

CONTACT:

Michael Hart

Florida Historical Marker Program Coordinator

michael.hart@dos.myflorida.com

850.245.6371

FloridaHistoricalMarkers.com

ATTACHMENT: LOCAL PROTECTION

Provide copies of any documents that provide local protection of the project site, if any.

This may include:

- Local protection ordinances
- Preservation or conservation agreements
- Protective or restrictive covenants
- Maintenance agreements

ATTACHMENT: OWNER CONCURRENCE LETTER

SITE-SPECIFIC PROJECTS ONLY

Provide a letter that documents that the applicant has the permission of the owner of record (if the property owner is not the applicant).

- This should show that the owner is supportive of this grant application and will allow this work to be conducted on the property.
- The property owner must be a non-profit organization, local government, university, or agency of state government, except for acquisition projects or archaeological excavation projects.

ADDITIONAL SUPPORTING MATERIALS

- Applicants may use this attachment to add materials not specifically requested by the Division of Historical Resources that support the application, such as:
 - Examples of previous work
 - Organization brochures, articles, web pages
 - Newspaper articles

Note: These items must be scanned and sent electronically as one file. Please submit only your best.

SUBMITTING THE APPLICATION

- The system will allow you to stop and save at any time while working on the application.
- Once you have finished filling out your online application and are satisfied with your responses, hit the button marked “Submit.”
- If there are any errors or issues the online system will identify them and require you to address them before submission.
- An Applicant Organization **may submit only one (1)** Small Matching application in a single application submission period (exceptions exist for different budgetary units of universities and local governments and for CLGs).

APPLICATION REVIEW PROCESS

DIVISION STAFF REVIEW

- Determines eligibility and compliance with program guidelines.
- Reviews Scope of Work and determines compliance with applicable Secretary of the Interior's Standards.
- Provides technical guidance on specific issues.
- Reviews Budgets to confirm eligibility / appropriateness of expenses and Budget correlation to the Scope of Work.
- Confirms documented threats to the property (if applicable).
- Reviews appropriateness of the Tentative Project Timeline.
- Formulates staff recommendations and presents the project to the Grant Review Panel for their consideration.

NOTE: If clarification is needed, you will be contacted and provided a deadline for submission.

PANEL REVIEW AND SCORING

- Review and scoring by Grant Review Panel will take place at a public meeting.
- Each panel member will complete preliminary scoring for every application before the meeting.
- Panel members can change their evaluations after discussing each application individually during the meeting, and will finalize their scores after all grant application discussions are complete.
- The applications will then be ranked based on an average of the panelists' scores.
- The final ranked list will be submitted to the Secretary of State for approval and then to the Legislature for funding consideration.

EVALUATION CRITERIA (10 TOTAL)

The panel will judge applications by these 10 criteria. Each criteria will be judged on a 10 point scale.

A. Criteria relating to project site/area

- Historic significance
- Endangerment
- Appropriateness of project proposal

B. Criteria relative to applicant

- Administrative capabilities
- Adequate financial resources
- Availability of professional and technical resources

C. Criteria related to public benefit

- Compatibility with statewide historic preservation priorities
- Educational potential
- Economic benefit
- Public use or benefit

FUNDING PROCESS

APPLICATION TIMELINE



GRANTS MANAGEMENT WEBINAR

- **Once the grant cycle starts, we will host a “HOW TO MANAGE YOUR GRANT WEBINAR” where we will discuss important details of your grant including:**
 - Grant Award Agreement
 - Deliverables
 - Expectations
 - Deadlines
 - Reporting
 - Requesting payment
 - Close-out

FOR ADDITIONAL INFORMATION

Division Contact:

1.800.847.7278 or 850.245.6333

Physical Address:

Division of Historical Resources
R.A. Gray Building, 4th Floor
500 S. Bronough St.
Tallahassee, Florida 32399

Grants Staff Contact:

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FLORIDA DEPARTMENT OF STATE
DIVISION OF
*Historical
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