



HISTORIC PRESERVATION GRANTS

Instructions for Submitting a Grant Application

The Historic Preservation Grant Program supports historic preservation as a mechanism for building community, enhancing Hawaii's sense of place, and support for improved societal relationships.

Projects should demonstrate that local support and investment is in place prior to applying for funding. Following completion of the preservation project, the site or building should be used for a public or community purpose. All projects are required to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties, and to commit to preserving the historic property for at least 10 years after receiving the funds.

Grants range from \$10,000 to \$100,000. Applicants are responsible for keeping Historic Hawai'i Foundation updated on any changes to the project and/or budget after approval.

SELECTION CRITERIA:

1. Applicant is a community-based and locally-supported non-profit organization that provides services that fill a community need. Projects on a neighbor island or in a rural community are strongly encouraged;
2. The project preserves and rehabilitates a significant historic property following appropriate preservation standards, and adequate long-term preservation commitments are in place;
3. Recipient receives significant additional financial and/or in-kind support from individuals, community members and other funders, with the grant funding request being part of an overall financial plan that is thorough and reasonable.

APPLICATION CHECKLIST

Each application should include sufficient descriptions and supporting materials (e.g. location map, photographs, project plans, budget, etc.) to describe:

1. Application Cover Sheet
 - Organization's name and contact information
 - Name, address and location map of historic property
 - One-sentence description of preservation project
 - Amount of funding requested
 - Signatures
2. Application Form
 - Organization's mission, goals, purpose and role in the community
 - Description of the historic significance of the property
 - Description of the proposed preservation project, including the need, goals and methods that will be used for the work
 - Description of how the property will be used following completion of the project, including commitment to long-term preservation
3. Photographs with captions/descriptions (minimum of five (5) images)
 - At least one image showing the historic property in large view
 - At least one image showing the area of proposed preservation project
 - Other images as needed to illustrate the historic property and the project
4. Budget Sheet
 - Total Budget, with amounts requested, funds from other sources, and in-kind contributions

- Expenses for preservation project (amount and description)
- Estimates or bids for architecture, engineering, labor, materials or other major items
- Budget narrative describing how the funds will how the requested amount will be allocated in the overall project

Examples of Past Projects

- Wakamiya Inari Shrine, Waipahu, O‘ahu (\$20,000): repair and replacement of roof; restoration of missing architectural elements
- Grove Farm Homestead Main House, Līhu‘e, Kauai (\$45,000): repair and replacement of roof
- Huialoha Church, Kaupō, Maui (\$20,000): repair and replacement of roof and bell tower
- Laulima House, Makiki, O‘ahu (\$40,000): restoration and rehabilitation of windows, cabinets and finishes
- Hui No‘eau Visual Arts Center (Kaluanui), Makawao, Maui (\$78,000): Exterior repairs of columns, doors, railings, windows, trim, facades, balconies and walkways
- Haili Church, Hilo, Hawai‘i (\$50,000): repair foundations and support columns
- St. Andrew’s Cathedral, Honolulu, O‘ahu (\$75,000): roof repair and exterior restoration
- Kaumakapili Church, Honolulu, O‘ahu (\$47,500): repair and restore stained glass windows
- South Kona Education and Arts Center, Kona, Hawai‘i (\$10,000): repair windows, doors, lanai and exterior walls at Japanese language school.
- Pacific Aviation Museum (\$100,000), Ford Island, O‘ahu: repair and adaptive reuse of control tower
- Lahaina Courthouse (\$50,000), Lahaina, Maui: replace and restoration of windows and doors

SUBMITTAL:

1. Digital application form and photographs sent to: Preservation@historichawaii.org
2. Two (2) complete printed hard copies of the application, cover letter, budget sheet and other supporting materials are to be delivered to:
 Historic Hawai‘i Foundation
 680 Iwilei Rd., Ste. 690
 Honolulu, HI 96817

Do not staple your application. Binder-clip each complete set of application materials. Do NOT laminate or bind (e.g spiral-bind, book-bind, perfect-bin, etc.) your submission.

For more information, contact Historic Hawai‘i Foundation at 808-523-2900 or Preservation@historichawaii.org

About Historic Hawai‘i Foundation

Historic Hawai‘i Foundation (HHF) was established in 1974 to encourage the preservation of historic buildings, sites and communities on all the islands of Hawai‘i. As the statewide leader for historic preservation, HHF works to preserve Hawaii’s unique architectural and cultural heritage and believes that historic preservation is an important element in the present and future quality of life, economic viability and environmental sustainability of the state. HHF is a 501(c)(3) not-for-profit organization. www.historichawaii.org



HISTORIC PRESERVATION GRANTS

Cover Sheet

Organization: _____

Organization FEIN Number: _____

Organization Tax Exempt Status: _____ 501c3 or Other: _____

Address: _____

Street Address City State Zip

Mailing Address (if different from Street Address) City State Zip

Phone Fax Email

Project Contact: _____

Name (First and Last)

Mailing Address City State Zip

Phone Fax Email

Name of Historic Property: _____

Address/Location of Historic Property (include a map): _____

Summary Historic Preservation Project: _____

Amount of Funding Requested: \$ _____

This application has been reviewed and approved by this organization’s policy-making body.

Authorized Representative Signature

Authorized Representative (Type or Print Name)

Title of Authorized Representative

Date of Application



HISTORIC PRESERVATION GRANTS

Application Form

Organization's Name: _____

Description of the organization's mission, goals, purpose and role in the community:

Description of the Historic Significance of the Property:

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the historic significance of the property. The box occupies most of the page below the header.

Description of the proposed preservation project, including the need, goals and methods that will be used for the work. Include the name of the preservation professional assisting with the work:

[Empty box for project description]

Description of the proposed preservation project: Project timeline, including anticipated start date and duration to completion:

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the proposed preservation project, including the project timeline, anticipated start date, and duration to completion.

Description of how the property will be used following completion of the project, including long-term commitment to preserving the property (e.g. preservation or conservation easement, letter of commitment, etc.)

Attach a minimum of five (5) photographs illustrating aspects of the project. Include at least one image showing the historic property in large view and at least one image showing the area of proposed preservation project. Other photos may include images showing various interior and exterior views.

Image 1: Caption/ Description

Image 2: Caption/ Description

Image 3: Caption/ Description

Image 4: Caption/ Description

Image 5: Caption/ Description

Other Images: Caption(s)/ Description(s)



HISTORIC PRESERVATION GRANTS

Budget Sheet

The Budget section of the form is the amount requested from the preservation grant, along with amounts from other sources and In-kind contributions, and the final total. Below the Budget section is the Expenses section. This is where estimates and/or bids will be listed (architecture; engineering; supplies; materials; labor). ***Estimates and/or bids should be attached. *** At the end of the Budget Sheet is a section where you will describe how the requested amount will be allocated in the overall project.

Budget	Amount Requested:	Other Funds:	In-Kind:	Total:

Expenses:	Estimates/Bid Amount:	Total:

Description:	

Expenses:	Estimates/Bid Amount:	Total:

Description:	

Expenses:	Estimates/Bid Amount:	Total:

Description:	

Expenses:	Estimates/Bid Amount:	Total:

Description:	

Summarize how the requested grant will be spent, the overall cost of the project and funds committed to date: