

# HISTORIC HAWAII FOUNDATION 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
  - Proposal Summary
  - 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 and Excel spreadsheet with captions/descriptions (minimum of five (5) images as individual high-resolution JPG files)
  - Location Map
  - 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 narrative and Excel spreadsheet
- 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

**SUBMITTAL:**

Digital application with narrative form, budget spreadsheet and photographs sent to:  
[Preservation@historichawaii.org](mailto:Preservation@historichawaii.org)

**For more information, contact Historic Hawai'i Foundation at 808-523-2900 or**  
[Preservation@historichawaii.org](mailto: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](http://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: \_\_\_\_\_

#### Executive Summary

Summarize the location and significance of the historic property, the preservation need, the proposed project and amount requested (300 word maximum).

*Example 1: "Daifukuji Soto Mission, Kealahou, Hawaii Island, is the oldest Soto Zen Buddhist Temple on the Kona side of Hawaii Island and one of the oldest in the state. The present temple was dedicated in 1921 and is listed on the Hawaii Register of Historic Places. The impressive temple complex is a one-story frame building distinguished by its metal hip-gable roof (irimoya), outset front entry and being elevated from the ground on posts. The main hall is dominated by the elaborate roof, which features a centered front gable with decorative barge board and beam end. The roof is capped with a ridge beam with decorative ends. Four concrete steps serve as a pedestal for the building with an additional eight steps to access the veranda. The steps are protected by an ornate portico with a metal, pent roof with a karahafu motif, carved beams and elbow brackets. The complex also includes a Kannon Hall, minister's dwelling and cemetery. The project is to repair the roof and paint the buildings. Daifukuji Soto Mission requests \$100,000 from Historic Hawaii Foundation towards a total cost of \$141,500."*

*Example 2: "Alakoko Fishpond, Nawiliwili, Kauai is one of the finest examples of prehistoric stonework and fishpond construction in Hawaii. The inland pond is located where Hulei'a River flows into Nawiliwili Bay. The pond is 600 years old and listed on the National and Hawaii Registers of Historic Places. The overall project is to stabilize and restore the enclosure wall, which has a unique design of a rock face on the river side and earthen berm on the pond side. The entire wall is 2,700 feet long. The grant-funded portion is to restore 1,000 feet. Malama Hulei'a requests \$80,000 from Historic Hawaii Foundation towards a total project cost of \$710,000."*

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

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Describe the Historic Significance and Character-Defining Features of the Property. Include historic name, date of construction, description of historic significance, any formal listing or designation, and description of the physical characteristics.

Describe 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, the means, methods and materials to be used, and the overall project scope.

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Describe the Project plan, including the timeline, anticipated start date and duration to completion, any phases or benchmarks.

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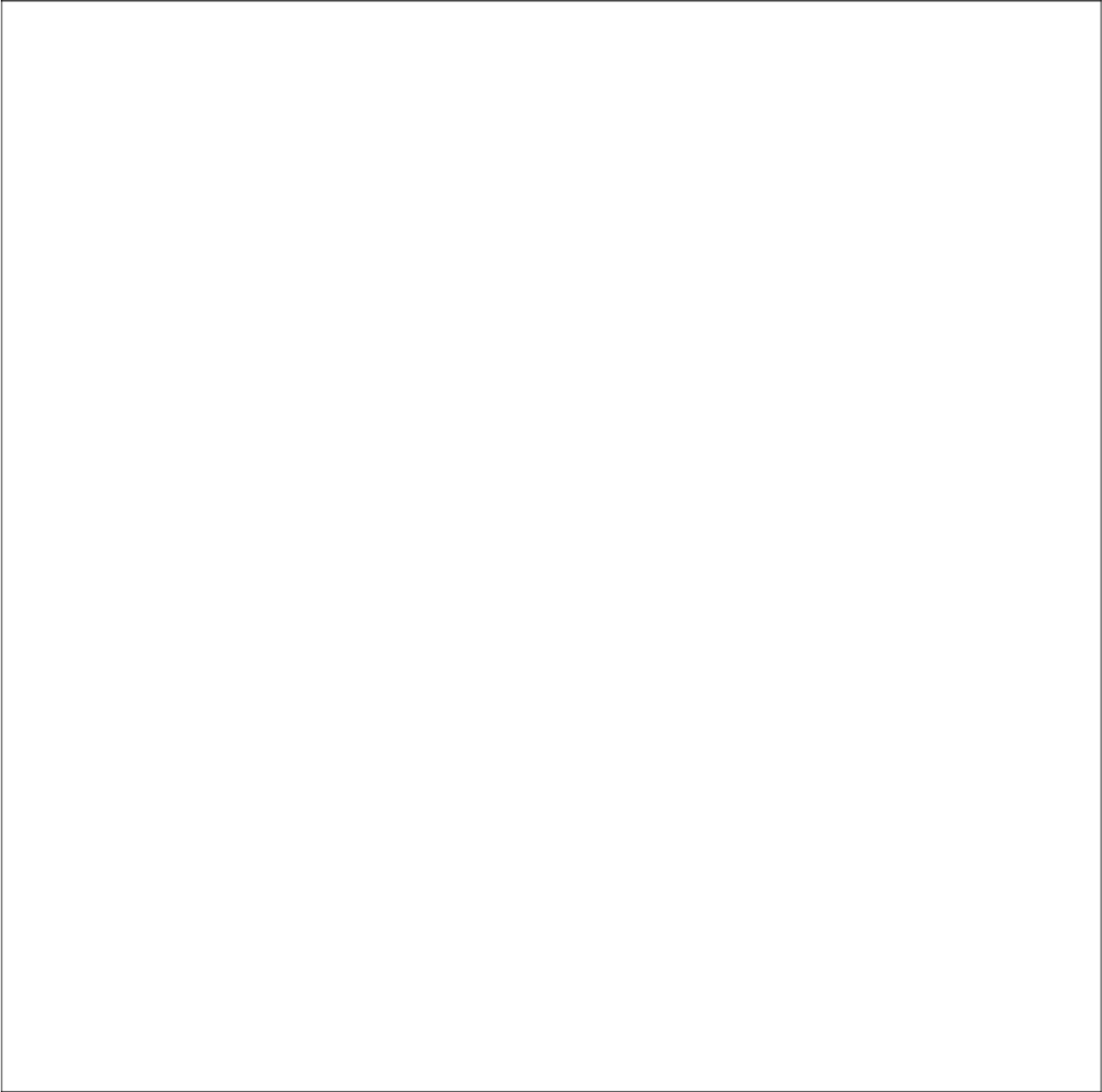


Describe how the property will be used following completion of the project, including long-term commitment to preserving the property (e.g. preservation or conservation easement, letter of commitment, etc.)

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**Budget**

Summarize the financial plan, including how the requested grant will be spent, the overall cost of the project and funds committed to date. **Attach the budget using the Excel spreadsheet template.**

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## **Photographs**

Attach a minimum of five (5) photographs illustrating aspects of the project. Include a map showing the project location, 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. **Attach the Excel spreadsheet with photo numbers and information.**