

## Overview

Grants funded to eligible organizations through the Keystone Recreation, Park & Conservation Fund for historic preservation projects that support historic resources located in Pennsylvania. Grantees undertaking a construction project hiring professionals who will make physical changes to a historic resource must apply under the alternative Keystone Historic Preservation Construction Grant Program.

## Uses

Projects involve planning and pre-development for historic resources that are listed in or eligible for listing in the National Register of Historic Places. Eligible projects include cultural resource surveys, National Register nominations, planning and project development assistance, and archaeological investigations. All pre-design work must meet the *Secretary of the Interior's Guidelines for the Treatment of Historic Properties*.

## Funding

Minimum grant request is \$5,000.00 and grants shall not exceed \$25,000.00 for any project. A 50% cash match of the grant award is required. Grant-supported project expenditures cannot begin until the successful applicant has received a fully executed Grant Agreement. This is a reimbursable grant.

## Eligibility

Those eligible to apply are non-profit organizations and public agencies that own or support a publicly accessible historic property listed, or eligible for listing, in the National Register of Historic Places. Eligible projects considered to be contributing to a National Register Historic District, eligible or listed, may apply for grant assistance. All organizations must be incorporated and serving the public for at least five (5) consecutive years prior to the submission of the application.

## How to Apply

Qualified applicants will apply through DCED's [Electronic Single Application for Assistance System](#). Applicants will also be required to submit supporting documents including: IRS tax-exempt documentation, 501(c)3, if applicable; resumes of project personnel or consultants; historic structures report or other narratives such as graphic report on existing conditions; contractor estimates or other budget supporting documents; color photographs of the property and specified project-related condition; verification of national register status; and letters of support. All applications are reviewed competitively.

## How to Improve Your Project Narrative

The Project Narrative is separated into four questions that address the criteria the Grant Review panel utilizes when recommending projects for funding. The Evaluation Criteria is available at the end of the Program Fact Sheet. Your project description should identify the historic and cultural significance of the property, the goals and anticipated work products, and how the project relates to the mission of the sponsoring organization. This should include the type of historic resource or its historic use, the date of its construction and alteration(s) and the original owner and/or architect (if known). The description must clearly relate to the major work elements provided in the budget.

Additional guidance related to specific Categories of Support:

*Cultural Resource Surveys* Project descriptions should include the following: type of survey to be done (thematic, archaeological, architectural or historical); theme, time period and other characteristics of the resources to be surveyed; estimated number of resources; geographic area where the resources to be inventoried are located (include a map); and methodology. NOTE: PASHPO require that grantees and their consultants data collection may be uploaded into the [Pennsylvania's Historic & Archaeological Resource Exchange](#) (PA-SHARE) system. Additional information about [survey requirements](#) and PASHARE Surveyor may be found on the PHMC website.

*National Register Nominations* Project descriptions must include the following: type of nomination; estimated number of resources to be nominated; criteria and areas of significance; and the period of significance for the nomination. For nominations involving archaeological significance, the project description must identify how that significance will be documented. **IMPORTANT:** If applying under this category, the property must be determined eligible for the National Register by the Pennsylvania State Historic Preservation Office within the past five years. The grant application must include a letter from the PASHPO stating the property's eligibility. This letter must be obtained in sufficient time to be included with the application. Do not wait until the last minute to contact the grant manager.

The State Historic Preservation Review Board must accept the resultant nomination. The Board meets only three times a year. When developing a timetable, be sure to coordinate the grant project schedule with the Preservation Board meeting schedule. Consultants and grantees may be required to attend a special training session in Harrisburg to ensure that all grant funded inventories comply with Office data standards.

*Planning and Development Assistance* Project descriptions must include the following: identify the resource that is subject to the project and explain its significance; describe the problem that is being address by the project; and explain why the activity is appropriate for the resource.

*Archaeology* Project descriptions must include the following: identify the area and the type of resources that are the focus of the project; describe in detail the field and analytical methodologies to be followed; explain what kind of information or knowledge the project hopes to produce; and identify the repository where the results will be placed and its accessibility to the public. All archaeology projects must adhere to the standards and policies of the PHMC and the *Guidelines for Archaeological Investigations in Pennsylvania*.

Applications for projects which will use Keystone Historic Preservation Grant funds for less than half of the total budget should include a brief scope of the overall project in addition to a more detailed description of the work that will be funded by the Commission.

As you identify the project team and consultants, describe the administration of the project. This should include the applicable qualifications and experience of the project director and any outside professionals who will be providing their services. Attach résumés for the project principals including lead investigators, preservation professionals or architects if they have been selected at the time that the application is submitted.

Provide a step-by-step description of how the project will be completed. When will each step take place (by month or by week)? How will the work be monitored? Refer to Guidelines for Applicants "Grant Period and Implementation Timetable" if necessary. All work must be completed within the two-year implementation period.

Please do not overlook the final question concerning the Project Promotion and Public/ Community Benefit. State the audience for which the project is intended. What steps will be taken to promote the project and encourage audience interest? Describe how the project will benefit the public and how it will improve the appreciation of historic resources in your community.

### **How to improve your Program Budget**

While PHMC recognizes that the proposed budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process. The project budget must be the total budget including both the requested state dollars and the grant match. Your budget should be based on sound estimates, preferably prepared by professionals who will undertake the project. It is possible that a project may be approved with partial funding, so accuracy will ensure that important costs will not be removed. The source of the figures used in your budget should be explained under the Basis of Cost or Budget Narrative sections.

Applicants for projects which are using other funding sources for more than half of the project costs should identify a specific portion of the work that will be funded by the PHMC. This amount should be equal to or greater than the sum of the grant request and the required cash match. Applicant should include budget figures for the overall project and clearly indicate those items to be funded through the Keystone program.

PHMC will not reimburse grantees for salaries or wages paid to their staff for work associated with the project. Applicants may use their employees to administer the grant or perform some of the project, but these payroll costs may not be included in the project budget.

### Sample Budget Categories

The Budget Spreadsheet is self-populated with standard line items. You may add additional categories to either separate costs within a category by vendor/ specialty or add expenses not covered under an existing heading. Grantees may also add columns to identify additional funding sources. Grantees will identify portion of the project to be reimbursed with PHMC grant funds and associated matching sources. The budget will allow applicants to list each source of match (e.g. Community Development Block Grant Funding) and the amount separately.

PHMC's standard line items should include the following expenses:

Consultant's Fees – project design, preservation professional, planner, architect or engineer expenses

Equipment, Supplies and Fabrication – consumable items that directly support the project

Public and Other Educational Programs – limited to project activities supported by matching funds. PHMC grant funds should be used primarily for planning activities not educational or interpretive programming.

Marketing and Promotion – project advertising and announcements

Publication Expenses – report preparation and printing costs

Other

### Addenda

In addition to the application, there are additional questions located in the addenda that provide information about your organization, the historic resource and project.

#### *Fundraising Plan*

Please provide the source of the required matching share. List each donor or source of match and the amount. Indicate for each source of funds if the funding is pledged, in hand or currently solicited. Applicants may describe their plan for raising the necessary matching requirements or explain why the requested Keystone Historic Preservation Grant is critical to the overall fundraising effort.

#### *Historic Property Information*

PHMC-PASHPO assigns every property evaluated under the National Register program a unique number. This number may be found through our PA-SHARE system: Access to PHMC's PA-SHARE system:

<https://share.phmc.pa.gov/pashare/landing> For a tutorial on Searching for Resources in PA-SHARE:

[https://www.pa.gov/content/dam/copapwp-](https://www.pa.gov/content/dam/copapwp-pagov/en/phmc/documents/preservation/about/documents/Searching%20for%20Resources%20and%20Other%20Information%20in%20PA-SHARE.pdf)

[pagov/en/phmc/documents/preservation/about/documents/Searching%20for%20Resources%20and%20Other%20Information%20in%20PA-SHARE.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/phmc/documents/preservation/about/documents/Searching%20for%20Resources%20and%20Other%20Information%20in%20PA-SHARE.pdf) Please do not include the number provided by the National Park Service and their database (NRIS) for the property in this application.

#### *Strategic Goal Identification*

Pennsylvania enacted a new statewide historic preservation plan for 2025-2035, entitled Historic Preservation: The Keystone of Community. This new plan is the result of conversations with Pennsylvanians on how to promote historic and archaeological resources through understanding and appreciation and balance history, economics and development to manage change in communities. Applicants should identify the specific goal or goals outlined in the

plan and describe how the project meets the goals. The full plan may be accessed on the PHMC website: <https://www.pa.gov/agencies/phmc/historic-preservation/about-historic-preservation/statewide-historic-preservation-plan.html> or consider the three goals and their associated action items found below.

| <p><b>GOAL 1:</b></p> <p>Real and perceived barriers to historic preservation are reduced or eliminated through data-driven and thoughtful investments in relationships, programs, funding, and policies.</p>   | <p><b>GOAL 2:</b></p> <p>Historic preservation and historic places are valued as integral to community identity, sense of place, economic development, and sustainable growth in Pennsylvania communities.</p>  | <p><b>GOAL 3:</b></p> <p>Pennsylvanians create more meaningful preservation outcomes by leveraging knowledge and opportunities offered by historic preservation and historic places.</p>   |
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| <p>A. Engage Pennsylvanians to accomplish the goals and objectives of this plan.</p> <p>B. Increase access to historic preservation programs, funding, and policies.</p> <p>C. Support and expand historic preservation networks at the local, regional, and state level.</p> <p>D. Eliminate gaps, outdated concepts, and ineffective language in preservation planning in municipal, county, and regional agencies.</p> | <p>A. Create opportunities for historic preservation to be central to promoting the overall health of a community.</p> <p>B. Integrate historic preservation considerations into practices and policies.</p> <p>C. Encourage property owners to be good stewards and responsibly manage change to their properties following preservation best practices.</p> <p>D. Increase the use of historic preservation as a tool for economic and community development by connecting sense of place and the reuse of historic places.</p> | <p>A. Expand the public’s knowledge of history, archaeology, and historic preservation through coordinated education and training programs.</p> <p>B. Communicate clearly and strategically about historic preservation, historic places, and their benefits.</p> <p>C. Assist in the development and delivery of historic preservation tools and programs.</p> <p>D. Improve access to the preservation trades.</p> |

*Required Supporting Documentation*

All applicants should include supporting documentation to strengthen their application. These attachments may be uploaded as pdf documents in the Addenda. Documents should be uploaded with specific file names to help identify their subject for the Grant Review panel. Required nomenclature is provided to assist the applicants in the application instructions. Applications may receive higher scores in the evaluation for following instructions.

**Evaluation Criteria**

The Grant Review panel evaluates applications in five major categories. To ensure application will be competitive during the review process, make sure all points are addressed.

**APPLICATION** - How well does the application present this project?

- Is the application well prepared, clear and provide the required material for review?
- Does it provide the necessary information to understand the project?

- Does it adequately describe the architectural and historic significance of the property?
- Did the applicant submit relevant and/or useful support documentation?
- Is the proposed work adequately described? Is the budget clear and complete?
- Is it clear how the organization uses or interprets the property?
- If included, do the photographs sufficiently illustrate the character of the property and project need?

PLANNING - How well has the applicant planned the project?

- Does the application demonstrate an appropriate level of planning?
- Is the budget based on reliable figures?
- Is there a realistic plan for raising matching funds?
- Are other sources of funding viable? *The lack of matching funds is the primary reason for long project delays or failure to complete a project.*
- Are appropriate professionals and/ or consultants involved in planning the proposed work?
- Is the organization capable and/or prepared to take on a project?
- Does the organization have the key personnel qualified to oversee the project and manage the grant?

PROJECT - How will this project preserve the cultural resources and/or enhance their use?

- Will the grant funding result in specific project goals and projected work products?
- Will the project result in the enhancement of significant cultural resources?
- Is there a chronology of steps required to complete the project is outlined and can they be accomplished?
- Is the proposed budget adequate to accomplish the project?
- Will the project improve the property's condition or prevent future deterioration; improve the building's operation or make it more accessible?
- Is the applicant reusing a vacant or underused property?
- Can the work be accomplished under the proposed project schedule?

COMMUNITY - How will this project benefit the community?

- Is there community support for preserving the property?
- Does the organization serve a broad segment of the public?
- Will the project increase the public's use and appreciation of the property or cultural resources in the community?
- Do the interpretation and/or use of the property meet the mission and public outreach of the organization?
- Do the letters of support and promotional/public program material indicate the organization and property provide a benefit the community?

COMMONWEALTH - Is this project a worthwhile investment of state funds?

- Does the project meet the goals and objectives of Historic Preservation: The Keystone of Community? Is the proposed work a high priority for funding?
- Is it important for the Commission to assist this type of organization or facility?
- Is it important for the Commission to preserve this particular property or this type of resource?
- Will this project happen without a Keystone grant? Is this the final funding component for the project?
- Is the project connected to other revitalization activities in the municipality or region?
- Is it part of a regional comprehensive plan for cultural, educational, municipal, recreational or social services?

To apply, please visit the DCED's Electronic Single Application for Assistance at

[Single Application for Assistance](#) or contact Enterprise Customer Service at (833) 448-0647, [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov)

For more information, please contact Karen Arnold, Keystone Grant Manager at (717) 783-9927 or [kaarnold@pa.gov](mailto:kaarnold@pa.gov) or visit the PHMC website at <https://www.pa.gov/services/phmc/apply-for-keystone-historic-preservation-planning-grants.html>