DC PRESERVATION LEAGUE | PRESERVATION INITIATIVES GRANT

APPLICATION TIPS & INSTRUCTIONS

The DCPL Preservation Initiatives Grant features an online application system. The selection process for grant recipients is competitive. Applicants are encouraged to develop their grant proposal carefully and consult DCPL staff, as needed, during application preparation.

When applying online, to avoid the risk of losing your data, we recommend that you enter your responses to the application sections in a separate document (e.g. Microsoft Word) and then copy and paste your responses into the provided form.

All grant applications will be reviewed for completeness by DCPL staff and will be further vetted by a grant selection committee. Committee members are carefully selected to ensure that the committee best represents the mission and goals of the grant program.

Each application will be scored based on the following selection criteria:

<table>
<thead>
<tr>
<th>HISTORIC SIGNIFICANCE</th>
<th>PROJECT MANAGEMENT</th>
<th>COMMUNITY IMPACT</th>
<th>PROJECT URGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural significance to Washington, DC</td>
<td>Project is well-defined and has an achievable scope</td>
<td>Demonstrated community interest and support</td>
<td>Property is threatened by incompatible development or demolition</td>
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<tr>
<td>Alignment with the mission of the grant program</td>
<td>Schedule is clearly defined with achievable project goals identified</td>
<td>Project includes educational or public outreach activities</td>
<td>Property or site has been identified as an endangered historic property</td>
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<tr>
<td>Project contributes to equitable distribution of grant funds within intended grant areas</td>
<td>Demonstrates capacity and experience with budgeting</td>
<td>Final project will be accessible to the public</td>
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35 POINTS 25 POINTS 25 POINTS 15 POINTS

1 Adopted by the DC Preservation League Board of Trustees
GRANT APPLICATION MUST INCLUDE:

<table>
<thead>
<tr>
<th>COMPLETE ONLINE APPLICATION</th>
<th>1. You can access the online application at: <a href="http://dcpreservation.org/grants">dcpreservation.org/grants</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT &amp; HISTORIC PROPERTY INFORMATION</td>
<td>2. Choose Grant Fund (BCB, MMRP, VAT)</td>
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<tr>
<td></td>
<td>3. Applicant Type (Individual or Non-profit)/Organization Name</td>
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<td>4. Attach W-9 Form (non-profits only)</td>
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<td>5. Applicant Name, Address, Email, Phone</td>
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<td>6. Name/Address of Historic Property/Project Title</td>
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<td>7. Upload Current Photographs of the Property (Reflecting conditions to be addressed by the grant) – one required</td>
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<tr>
<td>FUNDING REQUEST &amp; BUDGET</td>
<td>8. Amount of Funding Requested</td>
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<td></td>
<td>9. Budget (Upload Budget Form (pdf available on website))</td>
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<td>10. Project Description</td>
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<td>SELECTION CRITERIA</td>
<td>11. Historic Significance</td>
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<td>12. Project Management/Readiness</td>
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<td>13. Community Impact</td>
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<td>14. Project Urgency</td>
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<td>15. Demonstrate Support of Your Project (Upload sponsorship letter)</td>
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<td>16. Supplemental Information (Attachments – e.g. consultant proposals, for all proposed consultant work)</td>
</tr>
</tbody>
</table>

| SPONSORSHIP LETTER | Attach a one-page letter of sponsorship from community or preservation organizations (e.g. Neighborhood Association, ANC, etc.) |

| PROOF OF NON-PROFIT STATUS | IRS 501(c)(3) designation letter and the EIN of the entity. The EIN will be verified to ensure the entity is current on its appropriate IRS 990 filing. |

| (IF APPLICABLE, UPLOAD IN SUPPLEMENTAL INFORMATION SECTION) |

GRANT APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:

- Online application must be completed with above items attached.

Applications that do not meet the deadline will not be considered for the current grant cycle. Applicants seeking to have their application reconsidered must provide a written notice indicating the intention to reapply for the next grant cycle.