



## DC PRESERVATION LEAGUE | PRESERVATION INITIATIVES GRANT

### APPLICATION TIPS & INSTRUCTIONS<sup>1</sup>

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:



<sup>1</sup> Adopted by the DC Preservation League Board of Trustees



**GRANT APPLICATION MUST INCLUDE:**

<p><b>COMPLETE ONLINE APPLICATION</b></p>	<ol style="list-style-type: none"> <li>1. You can access the online application at: <i>Link Pending</i></li> </ol> <p><b>APPLICANT &amp; HISTORIC PROPERTY INFORMATION</b></p> <ol style="list-style-type: none"> <li>2. Choose Grant Fund (BCB or VAT)</li> <li>3. Applicant Type (Individual or Non-profit)/Organization Name</li> <li>4. Attach W-9 Form (non-profits only)</li> <li>5. Applicant Name, Address, Email, Phone</li> <li>6. Name/Address of Historic Property/ Project Title</li> <li>7. Upload Current Photographs of the Property (Reflecting conditions to be addressed by the grant) – one required</li> </ol> <p><b>FUNDING REQUEST &amp; BUDGET</b></p> <ol style="list-style-type: none"> <li>8. Amount of Funding Requested</li> <li>9. Budget (Upload Budget Form (pdf available on website)</li> <li>10. Project Description</li> </ol> <p><b>SELECTION CRITERIA</b></p> <ol style="list-style-type: none"> <li>11. Historic Significance</li> <li>12. Project Management/ Readiness</li> <li>13. Community Impact</li> <li>14. Project Urgency</li> <li>15. Demonstrate Support of Your Project (Upload sponsorship letter)</li> <li>16. Supplemental Information (Attachments – e.g. consultant proposals, for all proposed consultant work)</li> </ol>
<p><b>SPONSORSHIP LETTER</b> (UPLOAD WITH ONLINE APPLICATION – SECTION G)</p>	<p>Attach a one-page letter of sponsorship from community or preservation organizations (e.g. Neighborhood Association, ANC, etc.)</p>
<p><b>PROOF OF NON-PROFIT STATUS</b> (IF APPLICABLE, UPLOAD IN SUPPLEMENTAL INFORMATION SECTION)</p>	<p>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.</p>



**GRANT APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:**

- Online application must be completed with above items attached.
- One (1) printed application packet (on 8.5" x 11 paper) must be mailed to DCPL. The application packet must include: all written narrative listed above as part of the online application, images, sponsor letter, budget, proof of non-profit status (if applicable), and copies of other relevant attachments. **All applications must be submitted and postmarked on or before listed deadline date.**

MAIL APPLICATION PACKET TO:

DC Preservation League c/o Zachary Burt (PI Grant)  
1221 Connecticut Avenue, NW, Suite 5A  
Washington, DC 20036

**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.**