



Council on  
the Arts



Preservation  
League of NYS



ROBERT DAVID LION GARDINER  
FOUNDATION



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## APPLYING FOR A GRANT FROM THE PRESERVATION LEAGUE

*The Preserve New York (PNY) and Technical Assistance Grant (TAG) Programs are a partnership between the New York State Council on the Arts (NYSCA) and the Preservation League of New York State, made possible by the support of Governor Andrew M. Cuomo and the New York State Legislature.*

*The Robert David Lion Gardiner Foundation has generously provided additional support for Preserve New York (PNY) grant projects in Nassau and Suffolk Counties, and the Hudson River Valley National Heritage Area/Hudson River Valley Greenway has provided additional support for Technical Assistance Grant (TAG) projects in the National Heritage Area.*

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**Please note that you first must discuss your project with the Preservation League before you can receive an application. Applications are not available online. You must call (518) 462-5658 x 10 to request an application form, or email [fgubler@preservenys.org](mailto:fgubler@preservenys.org).**

## FREQUENTLY ASKED QUESTIONS

### I. THE APPLICATION FORM

***Does my building have to be listed on the State and National Registers of Historic Places in order to qualify for your grant programs?***

No, but the grant review panel does consider the architectural and/or historic significance of the building, landscape or area as part of the grant application evaluation.

***What does “professional” staff mean?***

“Professional” in this case equates to “paid.” The grant panel would like to understand if the applicant organization is primarily staffed by volunteers, or if paid individuals work professionally for the organization.

***What is an “organizational budget?”***

“Organizational budget” refers to a budget that demonstrates the finances of the applicant organization. The grant panel expects to see a balanced and detailed organizational budget. If you are a municipal grant applicant, you may send only a specific budget that refers to the department that will oversee the grant project. You do not need to send an entire, multi-page municipal budget. **Every** grant applicant must submit an organizational budget, whether the applicant is a not-for-profit organization or a municipality. The budgets submitted **must** reflect income and expenses for the organization.

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***What does “project budget” refer to? The planning or the implementation?***

“Project budget” refers to the total amount of funds required to complete the proposed grant project. The consulting fees should make up the largest percentage of this budget. “Project budget” does not refer to any implementation work that would potentially occur after the grant project has been completed. For example, if a grant applicant seeks funds from Preserve New York to complete a Historic Structure Report (HSR) of a vacant building they would like to adaptively use, the project budget should only include the consultant’s cost to complete the HSR, *not* how much it will cost to fully restore the structure for public use.

***Why does the application form ask if I have applied for a NYSCA grant? Isn’t this grant a NYSCA grant?***

Preserve New York and TAG are partnership programs of the New York State Council on the Arts (NYSCA) and the Preservation League of New York State. The Preservation League administers the grant programs. Grant applicants can apply to NYSCA for projects not related to their Preserve New York or TAG request. Applicants cannot apply to both organizations for the same project.

***Do I have to provide a match for my grant request?***

Yes. The Preservation League expects to see an applicant’s commitment to the proposed project. For the TAG program, a \$500 cash match is required on behalf of the applicant regardless of total grant request, which cannot exceed \$3,000. For the Preserve New York program, a 20% cash match of the total project budget (consultant fee) is required. This must be clearly demonstrated on the application form. Preserve New York grant awards generally range between \$3,000 and \$10,000.

***Do I need to put out a Request for Proposals (RFP) in order to select a consultant to complete this grant project?***

No. We do not require a Request for Proposals for consultants. The grant review panel will evaluate consultant qualifications as part of the application review. The Preservation League also maintains a list of consultants who have successfully completed our grant-funded projects. We are always happy to add new qualified consultants to this list and do not require applicants to hire someone already listed. Please contact the Preservation League for a copy of this list.

## **II. SUBMITTING THE GRANT APPLICATION**

***What file formats must I use when I submit my grant application materials?***

Please submit your grant application materials as .PDF files, instead of word documents or internet files. Images must be submitted as .JPEG files (not .PNG, .TIFF, or Photoshop files). This ensures all reviewers can read and review your submission. If you are having trouble converting your application materials to the correct file format, please contact the Preservation League.

***Do I need to send support letters? Can I send them separately from the rest of my application materials?***

Support letters are not required by any of our grant applications, but they do help us assess the community's support for the project. Meaningful, individually written support letters are more compelling than multiple form letters. Please include these as scanned PDF documents in your application submittal. We will accept letters mailed separately to the Preservation League that are postmarked by the application deadline. We cannot accept any letters postmarked after the application deadline.

***How do I submit my grant application? Can I email the materials?***

We will only accept application materials submitted through our special email account, [grants@preservenys.org](mailto:grants@preservenys.org). We can **only** accept applications sent directly to this email address before 11:59PM on the application deadline. If you are having trouble emailing your grant application, please contact the Preservation League at (518) 462-5658 x 10. **Please use the application checklists included with the application form to ensure that you are submitting all the required materials.**

### **III. AFTER SUBMITTING A GRANT APPLICATION**

***After I submit my grant application, will I hear whether or not it was received?***

Yes. We will confirm receipt of delivery as soon as possible, typically within a week. If you are curious about your application and haven't heard from the League, please call (518) 462-5658 x 10. We can only confirm receipt of the application and **cannot inform you if your application is incomplete (missing materials). Please use the application checklists included with the application form to ensure that you are submitting all the required materials.**

***When will I know if my project has been selected to receive funding?***

Technical Assistance Grant (TAG) applicants will be typically be notified of a final decision from the Preservation League within six weeks of the application deadline. Preserve New York (PNY) grant applicants will typically be notified of a final decision within four months of the application deadline. Preserve New York applications often require site visits from League staff as part of the review process and thus the review process takes longer to complete.

***If I've been awarded a grant, how soon will I receive the funds?***

If you have been awarded a grant, the Preservation League will send an official award letter to the grant applicant address provided on the application form. This letter outlines the grant award and must be counter-signed by the recipient in order to enter into the grant agreement. In order for the League to disburse the funds, we **must** receive signed copies of the grant award letter, as well as a signed contract between the grant applicant and the consultant. For the TAG program, we must also receive a copy of the \$500 retainer check made out to the consultant, as proof of applicant contribution.

## IV. GENERAL QUESTIONS

### *Can I apply for more than one grant from the Preservation League?*

We recommend applicants only apply for one project at a time. An applicant can apply to Preserve New York and TAG for different projects, but must demonstrate their capacity to complete both projects and how they fit into the organization's strategic plan and priorities. Any previously awarded grant project must have successfully been completed and sent to the Preservation League **before** the grantee submits a new application.

### *Will Preservation League staff read a draft of my grant application?*

Preservation League staff are available to answer any questions you might have about completing the grant application, but we cannot read or comment on any draft application materials. All application materials submitted to the Preservation League by the grant deadline date will be considered by the grant review panel during the review process.

**Applications for the 2018 round of Preserve New York are due March 26, 2018. Application materials that arrive after 11:59PM EST on this date will NOT be accepted. Applications for the 201 round of the Technical Assistance Grant (TAG) program are due on September 17, 2018. Application materials that arrive after 11:59PM EST on this date will NOT be accepted.**

**If your organization and your project meet these guidelines, please call the League staff to discuss your potential application.** Prospective applicants MUST first discuss their potential project with the appropriate League staff person:

Frances Gubler, Manager of Technical & Grant Programs | (518) 462-5658 x 10 | [fgubler@preservenys.org](mailto:fgubler@preservenys.org)

The Preservation League of New York State is a private, not-for-profit organization that works to protect and enhance the Empire State's historic buildings, landscapes and neighborhoods. *The Preserve New York and Technical Assistance Grant (TAG) programs are made possible by the New York State Council on the Arts (NYSCA) with the support of Governor Andrew M. Cuomo and the New York State Legislature. Preserve New York has additional support from the Robert David Lion Gardiner Foundation for projects in Nassau and Suffolk Counties. The Technical Assistance Grant (TAG) program has additional support from the Hudson River Valley National Heritage Area/Hudson River Valley Greenway for projects in the National Heritage Area.*

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