



Council on
the Arts



Preservation
League of NYS



ROBERT DAVID LION GARDINER
FOUNDATION

PRESERVE NEW YORK

A signature grant program of the New York State Council on the Arts (NYSCA) and the Preservation League of New York State, with additional support from The Robert David Lion Gardiner Foundation

GUIDELINES FOR 2019

Historic Structure Reports | Building Condition Reports | Cultural Landscape Reports | Cultural Resource Surveys

*Preserve New York grants are now available to eligible not-for-profits and municipalities. Preserve New York is a signature grant program of the New York State Council on the Arts (NYSCA) and Preservation League of New York State, with additional support from The Robert David Lion Gardiner Foundation. Preserve New York provides support to identify, document, and preserve New York's cultural and historic buildings, structures, and landscapes. Begun in 1993, Preserve New York makes grants for **historic structure reports, building condition reports, cultural landscape reports, and cultural resource surveys**. The Robert David Lion Gardiner Foundation has provided generous additional support for projects in Nassau and Suffolk Counties.*

Please note that you first must discuss your project with the Preservation League before you can receive an application. Applications are not available online.

Who is eligible to apply?

Not-for-profit organizations with 501(c)(3) status and units of local government are eligible to apply. Arts and cultural organizations are particularly encouraged to apply or support applications. Applicants cannot apply to Preserve New York and the New York State Council on the Arts for the same project.

Applicants that previously received Preserve New York funding must have successfully completed their projects to be eligible for the 2019 grant round. State agencies, groups that steward state-owned buildings, NYS-owned sites, religious institutions, and private property owners are ineligible to apply.

What if I need support for a different preservation project?

Preserve New York grants only fund historic structure reports, building condition reports, cultural landscape reports and cultural resource surveys. *The PNY program is not able to provide any capital or "bricks and mortar" funding.* If you are seeking funding for other preservation projects or capital support, please see the NYSCA guidelines online at www.arts.ny.gov. The Preservation League staff can also advise on other funding sources.

Who may apply for Historic Structure, Building Condition, or Cultural Landscape Reports?

Groups may apply for site specific reports **only if they own the site or have at least a 6 year lease by the application deadline. Structures owned by private individuals but leased by nonprofits or municipalities are ineligible for this program.** If the applicant is a historic site, it must be open at least 120 days/year in order to qualify for the Preserve New York Program. This program also requires that a New York State Historic Resource Inventory Form be completed as part of the project if the building is not listed on the State and/or National Registers of Historic Places.

What is a Historic Structure Report?

A historic structure report is a comprehensive building documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project.

A complete historic structure report should include:

- a description of the building's history, including its occupants
- a building construction chronology
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation or treatment
- preliminary cost estimates
- may also include a specialized conservation study (e.g. paint analysis)

For more information on historic structure reports, see the National Park Service's Preservation Brief 43, [*The Preparation and Use of Historic Structure Reports*](#). For more information on how to nominate your site to the State or National Register of Historic Places, see the New York State Office of Historic Preservation's [website](#).

What is a Building Condition Report?

A building condition report, like a historic structure report, is a comprehensive document usually undertaken at the beginning of a major restoration or rehabilitation project.

A building condition survey should include:

- an analysis of the building's overall current condition (interior and/or exterior)
- illustrations, either drawings (may include sketches and measured drawings) or photographs
- prioritized recommendations for the building's restoration, rehabilitation or treatment
- preliminary cost estimates

For more information on building condition reports, see the National Center for Preservation Technology and Training's [website](#).

What is a Cultural Landscape Report?

A cultural landscape report is a comprehensive landscape documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project.

A complete cultural landscape report should include, *at a minimum*:

- a description of the historic/physical development of the landscape
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation or treatment
- preliminary cost estimates

For more information on cultural landscape reports, see the National Park Service's Preservation Brief 36, [*Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes*](#). For more information on how to nominate your site to the State or National Register of Historic Places, see the New York State Office of Historic Preservation's [website](#).

What is a Cultural Resource Survey?

A cultural resource survey identifies, assesses and recognizes historic buildings, structures, and areas. A survey is undertaken when creating historic districts or otherwise planning for the preservation and revitalization of a historic area. A survey may be defined geographically (for example, a downtown commercial district or an

entire village) or thematically (for example, barns or canal-related buildings throughout a town). Depending on the project goals and how much survey work has been completed previously, support may be available for the preparation of:

- broad historic overview and existing conditions statements
- detailed descriptions of the historic buildings and sites within the survey area
- statements of historic and architectural significance
- photographs and maps
- nominations for local, state, and national historic designation

For National Register Nominations, please call your National Register staff person at the Field Services Bureau of the State Historic Preservation Office (SHPO) to discuss your project, (518) 237-8643. For survey projects, please contact the survey and evaluation unit at (518) 237-8643. For information on who to contact, please visit the SHPO website [contact page](#), or call Kathy Howe, Survey and Evaluation Coordinator, (518) 268-2168.

Please visit the [National Park Service website](#) for information on the National Register. The National Park Service has links to all of its National Register informational Bulletins and Brochures, listed [here](#). These brochures range from the basics on how to apply the National Register Criteria for Evaluation, to guides on evaluating and documenting many different types of cultural resources.

How can the grant money be used?

The grant program is intended to support the direct costs of carrying out the types of projects described above. These can include consultant fees and in-state travel, photography, report production costs, and other associated expenses. Grant funds cannot be used toward applicant staff time or overhead costs.

What is the likely grant award range?

Grants are likely to range between \$3,000 and \$10,000, although we also make smaller or larger grant awards.

Is a financial match required?

As of 2017, the program requires that each applicant contribute 20% of the project cost as a cash match. The Preservation League and the New York State Council on the Arts expect to see a project budget that reflects the applicant's meaningful commitment to the project. The consultant fee should reflect the applicant's understanding of the value of these professional services. Please note that this program may not be able to fully fund the grant amounts requested.

What are the funding considerations?

The grant panel members will evaluate proposals using three criteria modeled on the New York State Council on the Arts criteria:

1. Historic Preservation and Project Excellence
 - architectural and historic significance of the building, landscape or area
 - appropriateness of the project budget and consultant(s)
 - likelihood that significant restoration or planning work will result
2. Fiscal and Managerial Competence
 - applicant's ability to carry out the project within a stated schedule
 - applicant's ability to raise sufficient funds to complete the project
 - how this project fits with the applicant's long-term or strategic plan
3. Service to the Public
 - arts and cultural public programming
 - public programs meeting a community need
 - local project support

In 2019, the Preservation League especially encourages projects that:

- Advance the preservation of neighborhoods and downtowns that qualify for the New York State Rehabilitation Tax Credit programs.
- Continue the use of historic buildings such as museums, opera houses, theaters, and libraries for cultural, interpretive, and artistic purposes.
- Identify and preserve architecture and landscapes designed after World War II.

When are applications due?

Applications must be electronically submitted no later than **Monday, March 25, 2019.**

When will applicant groups be notified of the results?

Applicants will be notified by July 2019.

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

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 Grant Program is made possible through funding from the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature, and additional support from The Robert David Lion Gardiner Foundation.*