



## Landmarks Preservation Commission

Municipal Building  
1 Centre Street, 9th Floor North  
New York, NY 10007  
Tel: 212-669-3352  
LPCGrants@lpc.nyc.gov  
[www.nyc.gov/landmarks](http://www.nyc.gov/landmarks)

### HISTORIC PRESERVATION GRANT PROGRAM: *FACT SHEET FOR NOT-FOR-PROFIT APPLICANTS*

The Historic Preservation Grant Program helps non-profit organizations which own New York City landmarks, including buildings in historic districts, to repair and restore their landmark buildings.

The grants, which generally range from \$10,000 to \$30,000, are used for non-emergency repairs to the exteriors of landmark buildings, primarily at the street facade, and designated landmark interiors. The Program staff also provides technical assistance to facilitate the repairs.

#### **To qualify for a grant:**

- the building must be a designated or proposed individual or interior New York City landmark, located within a designated historic district, or listed or eligible for listing on the National Register of Historic Places;
- the organization must own the property;
- the organization must be a charitable, scientific, literary, educational or other entity under Section 501(c)(3) of the Internal revenue Code;
- the services provided by the organization must be accessible to low- and moderate-income individuals;
- the building must exhibit specific blighting conditions.

*Note: Federal regulations restrict the use of Community Development funds for buildings used for government or religious purposes.*

In determining eligibility, the Program Board considers the following factors, among others: the architectural or historical importance of the structure; the building condition and the significance of the repairs; the applicant's financial resources; the effect the grant will have on improving the building and/or the district.

The grant pays for specific work items; construction on this work cannot begin until after the Commission and the grant recipient sign a contract, an LPC permit has been issued, insurance clauses of the contract have been satisfied and the contractor has been notified to start. Because funds are limited, the Program is not able to approve all qualified grant applications.

Please contact the Historic Preservation Grant Program Administrator at the above address or at 212-669-3352 to discuss the application process in more detail.



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## CONDITIONS

The following conditions apply to grant awards:

- Grant recipients must occupy their building for a period of at least five (5) years after the grant funded work is completed. Owners who sell their buildings before the five years have elapsed will be required to return the grant on a pro-rated basis.
- The grant pays for specific work items. Construction on this work cannot begin until after the Landmarks Preservation Commission (LPC) and the grant recipient sign a contract, insurance clauses of the contract have been satisfied, and the contractor has been notified to start.
- The property owner must receive a permit from LPC approving such work before carrying it out.
- In most cases, at least three (3) competitive bids must be obtained for work to be performed. Bids will be solicited by LPC. Work must be approved by LPC before funds are disbursed to the contractor.
- Depending on the scope of work, a residential property may be inspected for the presence of lead-based paint. ***If lead-based paint hazards are found, the grant recipient will be responsible for the remediation of those hazards pursuant to city and/or federal law.***
- Preference is given to owners who use other funds along with the grant to restore the façade of their building.
- Grant recipients must include appropriate acknowledgement of financial support from LPC's Historic Preservation Grant Program in all publications or other products generated as part of the project.

## GUIDELINES AND CHECKLIST

Please read the application form carefully and refer to the FACT SHEET FOR NOT-FOR-PROFIT APPLICANTS. All information should be entered in the space provided, if not applicable mark N/A.

The following materials must be submitted for a complete grant application:

- Signed copy of completed application form;
- Mission statement;
- Articles of Incorporation, and letter from IRS confirming (501)(c)(3) status;
- Last annual financial statement;
- List of Board Members and Officers;
- Description and estimate cost of proposed restoration project;
- List of sources of funding for restoration project.



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## HISTORIC PRESERVATION GRANT PROGRAM: *NOT-FOR-PROFIT APPLICATION FORM*

Applications should be prepared after reading the *FACT SHEET FOR HOMEOWNER APPLICANTS*. Faxed applications will not be considered. Refer to *CONDITIONS, GUIDELINES and CHECKLIST* on the next page of this application form.

### STAFF USE ONLY

|            |           |            |
|------------|-----------|------------|
| Date Rec'd | APTRACK # | Entry Date |
|------------|-----------|------------|

### PROPERTY OWNER

|              |       |       |       |
|--------------|-------|-------|-------|
| Name(s)      |       |       |       |
| SSN(s)       |       |       |       |
| Home Address |       | Email |       |
| City         | State | Zip   | Phone |

### DESIGNATED PROPERTY

|         |       |     |
|---------|-------|-----|
| Address |       |     |
| Borough | Block | Lot |

### BUILDING USE

- Not-for-profit-related activity
- Low/Moderate Income Housing

|  |
|--|
| DESCRIPTION OF PROPOSED WORK: <i>(USE ADDITIONAL PAGES IF NECESSARY)</i> |
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|                  |
|------------------|
| COST OF PROJECT: |
|------------------|

### CERTIFICATION

Acting as duly authorized representative of the described project and its sponsoring organization, I certify that all information contained herein is accurate and complete.

|              |       |
|--------------|-------|
| Printed Name | Title |
| Signature    | Date  |