



PRESERVATION  
**BURLINGTON**  
Preserve. Educate. Involve.

Historic Property Grant Application Information Sheet

**Applications must be emailed in word or PDF form with photos attached to:  
Grants@presburlington.org** (See photo requirements below)

**Application Deadline: March 1, 2025**

**Required Submissions (must be included or application will not be considered):** *(Check if attached)*

- Completed and signed Historic Property Matching Grant Application & Applicant Acknowledgement
- Current property photos showing need for the project, including photos of any specific area of work for which funding is requested
- **Photos accompanying application must be in jpg format, 500 kb to 750 kb each, and clearly labeled.**
- All available early photos of the property (scanned into jpg format specified above)
- Site plan, survey, or sketch showing the location of proposed work on the building
- Detailed Contractor Proposal including:
  - Materials list,
  - Contractor credentials, and
  - Itemized cost

NOTE: Contractor Proposals should reflect stated scope of work and include project timing consistent with the Preservation Burlington Historic Property Matching Grant program requirements.

**Additional Recommended Submittals to support the Application:** *(Check if attached)*

- Photos of neighboring properties
- Written history of property, past owners and past modifications
- Statement of Financial Need\*

*\*If applicant wishes, confidential information regarding financial need can be submitted with the application.*



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## 2025 Historic Property Grant Application

Property Owner/Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Type (check one): Residential/Owner Occupied \_\_\_\_\_ Income Producing/Business \_\_\_\_\_

For Income Property/Business (check one): \_\_ Owner-Occupied: \_\_ Tenant Occupied \_\_ Vacant

Current Property Use: \_\_\_\_\_ Historic Property Use: \_\_\_\_\_

Owner agrees not to sell property within 2 years of receipt of grant funds: \_\_ AGREED \_\_ NOT AGREED

Overall Project Description / Scope of Proposed work: (describe all work that is part of the current project for which you seek grant funding, attach additional pages as needed) \_\_\_\_\_

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Is Proposed Project part of a larger renovation or rehabilitation plan? \_\_ YES \_\_ NO

If yes, describe (attach additional pages as needed): \_\_\_\_\_

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Age, Style and Brief History of the Property (attach additional pages as needed): \_\_\_\_\_

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Landmark Designation(s): \_\_ NA \_\_ Local \_\_ State \_\_ National Register \_\_ National Register District

Grant Amount Requested: \$ \_\_\_\_\_ (up to 50% of Total Project Cost, maximum \$5,000)

Total Estimated Project Cost: \$ \_\_\_\_\_ Estimated Time to Complete Project: \_\_\_\_\_ weeks

How did you hear about the Grant Program: \_\_\_\_\_

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## Contractor Form - Must be completed and signed by contractor.

Contractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor is able to perform all work by October 15, 2025:     YES         NO

Please describe your experience working with historic properties, including the number of historic projects you have completed, the types of projects, etc: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any other training or experience specific to historic preservation? (i.e. certifications, coursework, apprenticeship):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

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## APPLICANT ACKNOWLEDGEMENTS

By submitting this application, applicant acknowledges and agrees as follows (initial next to each line):

- \_\_\_\_\_ I have read the Secretary of the Interior's Standards for Rehabilitation attached below.
- \_\_\_\_\_ Work on the grant project cannot begin until the grant is awarded and a grant agreement is signed. If work is started on a project prior to signing a grant agreement, the project will be ineligible to receive grant funding.
- \_\_\_\_\_ If awarded a grant, Applicant must have sufficient funds to be able to pay for all work associated with the project. Grant funds will be paid as reimbursement *after* timely completion of the approved work.
- \_\_\_\_\_ The grant project work must be completed no later than October 15, 2025.
- \_\_\_\_\_ If the work is not completed in accordance with the grant agreement or by the October 15, 2025 deadline, grant funds will not be paid.
- \_\_\_\_\_ Applicants are not guaranteed to receive the full 50% or \$5,000, even if a project qualifies for such amount. Applicants may receive a grant for less than the amount requested. If you do not receive the full 50% award, you may elect not to accept the grant funds.
- \_\_\_\_\_ Grants awards may be taxable. Preservation Burlington will issue a 1099-MISC. Applicants should consult with their tax adviser regarding the impact of receiving a grant.
- \_\_\_\_\_ During the program year, Grantees agree to display a Preservation Burlington Grant sign at the front of the property.
- \_\_\_\_\_ Applications and photos received become the property of Preservation Burlington, and files will be maintained for future use, including training. Selected text or photos from successful proposals may be posted on the Preservation Burlington website or used in press releases.
- \_\_\_\_\_ This application and all materials submitted are true and accurate to the best of my knowledge.

There is no application fee for this Grant Program.

Applicant Signature(s): \_\_\_\_\_

Print applicant name(s): \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION DEADLINE is March 1, 2025.**

**Applications should be emailed in Word or PDF form to [grants@presburlington.org](mailto:grants@presburlington.org) with photos attached (see photo requirements).**

**Preservation Burlington, Inc.**  
336-539-1909; P.O. Box 171, Burlington, NC 27216  
[grants@presburlington.org](mailto:grants@presburlington.org)  
[www.presburlington.org](http://www.presburlington.org)

## SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.