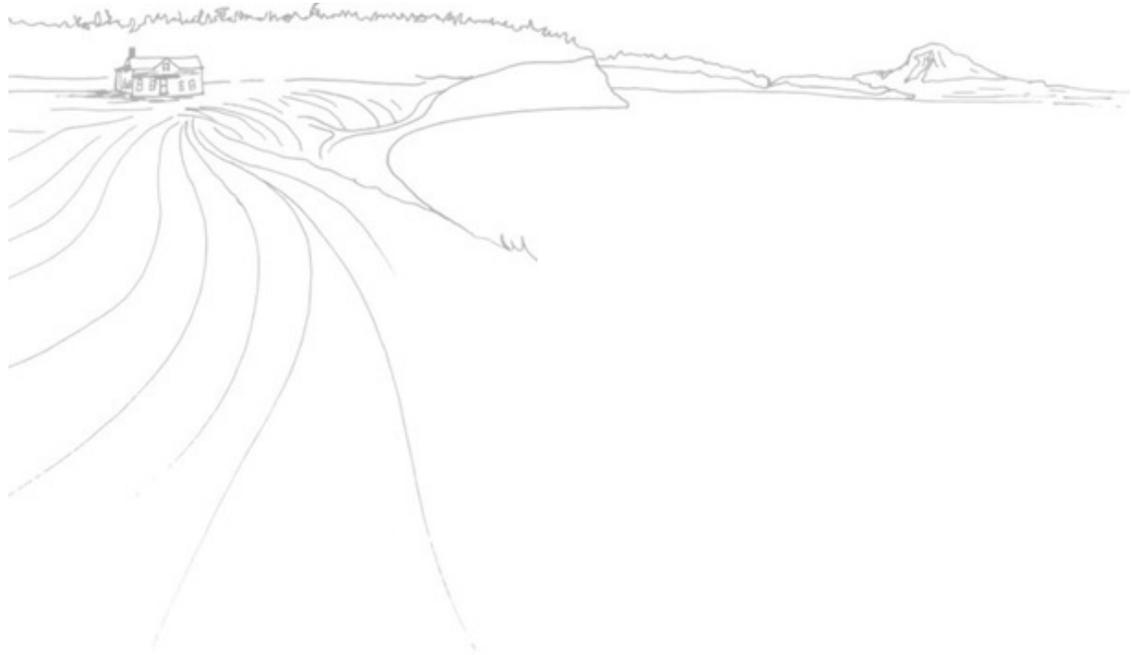


# EBEY'S FOREVER

HERITAGE GRANT PROGRAM



**201\* APPLICATION & GUIDELINES**



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EBEY'S LANDING  
NATIONAL HISTORICAL RESERVE

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## THE EBEBY'S FOREVER GRANT PROGRAM

Established in 2011, the Ebey's Forever Grant Program was created to preserve, protect, and sustain Ebey's Landing National Historical Reserve heritage buildings by providing seed money through a competitive grant program for owners of historic properties within the Reserve. Now in our 6th year, the Trust Board and the Friends of Ebey's have raised and distributed \$320,000 in dedicated project funds, stimulating over \$800,000 of direct investment in the preservation and continued use of the Reserve's irreplaceable historic structures.

### ELIGIBILITY

Eligible applicants - private property owners, non-profit organizations, and local governments whose property is located within the Reserve. Leaseholders may apply for funds in conjunction with the property owner.

#### Eligible Buildings

- Listed as **contributing** on the National Register of Historic Places, Central Whidbey Island Historic District (1995 Amendment).
- Listed on the Washington State Heritage Barn Register.
- Retains a significant degree of historic character and material.
- Is in need of repair.

#### Eligible Work

- Stabilization of historic buildings, including (but not limited to), repair and replacement of roofs, foundations, sills, walls, structural framework, building systems (if tied to preservation issue), windows and doors.
- Work that preserves historic materials and character-defining features.
- Work that facilitates continued use of the building.

#### Projects not eligible for funding:

- Work that is incompatible with the historic character and nature of the building, such as removing historic fabric and/or using non-historic materials such as vinyl or plywood.
- New construction, i.e. additions to existing buildings (interior or exterior), even if such work is considered historically compatible.

#### Stipulations -

- Property owners may submit only one structure per application, but are welcome to submit multiple applications. Each structure will be reviewed as a separate project.
- Properties listed for sale are not eligible for an Ebey's Forever Grant.
- Matching grants may be used to reimburse expenditures related directly to construction (materials, labor, overhead, sales tax, etc). Planning costs (condition assessments, structural investigations, architectural drawings) may not be reimbursed and are not eligible for use toward the applicant's required match.

- Town or County permit fees are eligible for the match
- **All work must comply with *The Secretary of the Interior Standards for the Treatment of Historic Properties*** (see below). Historic materials, features and finishes should be retained, repaired when possible or replaced in-kind. Alternatives may be considered on a case-by-case basis.

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## **THE SECRETARY OF INTERIOR STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES - Preservation & Rehabilitation**

All projects funded through the Ebey's Forever Grant Program must comply with *The Secretary of Interior's Standards for the Treatment of Historic Properties*. The Standards for Rehabilitation are as follows:

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, its site and its 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 property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the 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 archaeological resources affected by a project should 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 characterized 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.

It is recommended that applicants review the *Secretary of Interior's Standards for Rehabilitation* with potential contractors to ensure they understand the historic preservation focus of this grant program. Additional guidance and information on the Secretary's Standards is available online at:

**<http://www.nps.gov/tps/standards/four-treatments/treatment-guidelines.pdf>**

## EVALUATION CRITERIA

- Relative historical and cultural significance of structure.
- Urgency of threat or need of repair.
- Extent to which the project preserves historic character and extends the building's useful life.
- Visibility of the building from publically travelled way (or potential availability to the public).
- Extent to which project leverages other sources of financial assistance.
- Provision for long-term preservation and continued use.
- Readiness of applicant to initiate and complete the project.

## Special Considerations -

- Outstanding examples of building type or era of construction.
- Property is or would be available for public workshops and educational opportunities.

## APPLICATION PROCESS & TIMELINE

Completed applications are due in the Trust Board Office by **5:00 pm Monday, February 29, 2016**

Once all the applications are received and reviewed for completeness, the Ebey's Forever Grant Advisory Committee will convene to review each application based on the criteria listed above. Based on the historic resource, the quality and thoroughness of the application, and the amount of funding available for the current grant cycle, the Committee may recommend full funding, partial funding, or no funding for each proposed project. The Committee's recommendations will then be forwarded to the Trust Board of Ebey's Landing National Historical Reserve for final review and approval.

After final approval by the Trust Board, applicants will receive formal notification regarding project funding from Reserve staff. Staff will work with each grant award recipient to develop a contract that specifies the scope of work to be funded, as well as any applicable project requirements.

***Do not begin your project until this process is complete. Any work undertaken before the award is approved and the contract between the Trust Board and the applicant is signed is ineligible for reimbursement.***

## PROGRAM REQUIREMENTS/OBLIGATIONS OF GRANT RECIPIENTS

- By accepting an Ebey's Forever Grant, the applicant consents to a limited-term maintenance agreement on the property to be filed with the Island County Assessor's Office upon the project's completion. Agreement terms are 5 to 20 years depending on the amount of the approved grant. If the recipient of a grant takes any action within the term of the agreement which destroys the building's historic integrity, the grant must be repaid in full within one year. Such actions include, but are not limited to, demolition or substantial alteration.
- ***Grant award shall not exceed half of the total project cost.*** Recipients are required to pay for, through cash or donations, (at least) half of the total cost of the project.

***Example: On a \$10,000 project, an Ebey's Forever Grant would reimburse \$5,000***

- Once funding is approved, Reserve staff will work with the award recipient to develop the scope of work for the grant agreement, or contract. Grantees are required to sign a grant contract prior to commencing work on an approved project. **Grant funds are paid out on a reimbursement basis.** When the award is less than the amount requested, applicants and staff will work together to develop a reduced scope of work.
- Grant funds may only be applied to construction-related cash expenditures and cannot be used to pay for expenditures made prior to the grant contract period.
- For a structure owned by an individual, the owner must sign the contract. When a lessee or other representative of the owner is the applicant, both the owner *and* the representative must sign. For organizations, both the Board president *and* executive director must sign the contract. The responsible official must sign for local governments.
- Project work must be completed by **December 31, 2016**. If an extension is needed, the applicant must submit an extension request letter and renegotiate a continuing work timeline with Reserve Staff.
- The Trust Board has permission to access the site to photograph the exterior of the structure, with reasonable notification and at no cost to the property owner, before the project begins. These photographs will be owned by the Trust Board and may be used for promotion of the Ebey's Forever Grant Program.
- The Trust Board has permission to feature the projects in images and other media for promotion and educational purposes consistent with the mission of the National Historical Reserve, including the promotion of preservation programs in the Reserve.
- The Trust Board and Ebey's Forever Grant Program must be acknowledged on any materials publicizing the project. The Ebey's Forever Grant Project sign must be posted on the project site for the duration of the construction period.
- Any significant mid-project changes to scope of work, materials, etc. must be reviewed and approved prior to implementation by Reserve Staff to remain eligible for reimbursement.
- All recipients of an Ebey's Forever Grant must complete a W-9 Misc Income Tax Form at time of contract signing. The form will remain on file at the Trust Board Office.

## **PUBLIC BENEFIT REQUIREMENTS**

One of the primary purposes of the Ebey's Forever Grant Program is to prolong the life of significant historic buildings within the Reserve that provide economic benefit to our citizens and enrich our rural community for residents and visitors alike. The following are public benefit requirements for applicants accepting grant funding:

- Depending on the amount of the grant award, the grant contract will include a five to twenty year term maintenance agreement which specifies public benefit and minimum documentation and maintenance requirements.
- Public access to the exterior of properties which are not visible from a public right of way shall be provided under reasonable terms and circumstances; i.e. Trust Board workshop site visits, non-profit or school group visits shall be offered at least one day per year.

## MATCHING FUNDS

While grant funds cannot be used to pay applicants or members of their immediate family for their own labor, such labor can be included as in-kind matching funds. For purposes of this grant program, the value of donated labor is **\$22 per hour**. This value will be assigned to all in-kind/donated labor, with exceptions for labor donated by professionals working in their field. Please review the Eligibility section or contact Reserve staff if you have any questions concerning reimbursement-eligible project values or costs.

## APPLICATION ASSISTANCE

**We strongly recommend you submit your application a week before the final deadline, so any errors or omissions in the application may be corrected in time.**

Assistance from Ebey's Reserve Staff is available by phone, by email, through workshops and scheduled site visits. A pre-application meeting with Reserve Staff is strongly encouraged. Please contact Sarah Steen, Preservation Coordinator for Ebey's Landing National Historical Reserve, at (360) 678-6084 or via email at [sarah\\_steen@partner.nps.gov](mailto:sarah_steen@partner.nps.gov) with questions or to make an appointment.

## APPLICATION DEADLINE & SUBMITTAL INFORMATION

Application Deadline: **Monday, February 29, 2016**

**All application materials must be at the Trust Board Office no later than 5:00pm Monday, February 29, 2016. Late applications will not be accepted.**

Contact: Sarah Steen, Preservation Coordinator  
(360) 678-6084  
[sarah\\_steen@partner.nps.gov](mailto:sarah_steen@partner.nps.gov)

Mailing Address: Ebey's Landing National Historical Reserve  
P.O. Box 774  
Coupeville, WA 98239



**TRUST BOARD OF EBHEY'S LANDING NATIONAL HISTORICAL RESERVE**  
162 Cemetery Road • Coupeville, WA 98239 • (360) 678-6084 • [www.nps.gov/ebla](http://www.nps.gov/ebla)



# EBEY'S FOREVER GRANT APPLICATION

**DEADLINE: February 29, 2016**

## Instructions:

- Please read the Ebey's Forever Grant Program Guidelines before completing.
- Contact program administrator Sarah Steen at (360) 678-6084 or sarah\_steen@partner.nps.gov with questions or for assistance with the form.
- Type information into the text boxes. Click on text boxes to select and unselect. Use the tab key to move from one section to another. Continuation sheets are acceptable if necessary.
- Signature of the owner is required.
- Please submit **1 signed original and 10 copies** of the application including all photos and attachments. Clip together - do not staple. Please submit digital photographs on a CD or thumb drive rather than printed copies if possible.

## **Section 1 - Property Information**

Building Name: \_\_\_\_\_

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

Parcel Number: \_\_\_\_\_

Inventory Page Number: \_\_\_\_\_

Date of Construction: \_\_\_\_\_

## **Section 2 - Owner Information**

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

Mailing address: \_\_\_\_\_

\_\_\_\_\_

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

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

## Section 2a - Applicant Information (if different from owner)

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

Mailing address: \_\_\_\_\_

\_\_\_\_\_

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

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

## Section 3 - Grant Amount Requested

\$ \_\_\_\_\_

## Section 4 - Project Summary

Briefly describe the proposed project. Include the building elements requiring work, what you propose to do, who will complete the work, when you anticipate completing the project, and why it is necessary.

## Section 5 - Status of Property

Historical Designation of Building -

*Note: If you are unsure of the designation, please contact Sarah Steen at the Trust Board Office, (360) 678-6084*

National Register of Historic Places: Listed as a contributing structure in the Central Whidbey Island National Historic District (1995 Amendment)

Washington State Heritage Register

WA Trust Heritage Barn Register

Easements -

*Is the property protected through a conservation easement, transfer of development rights, or any other program providing conservation and/or preservation incentives?*

Yes

No

*If yes, please explain. For easements, provide the name of the easement holder and easement term.*

## **Section 6 - Building History**

Summarize the known history of the building and/or property. Who built it? What was the original use? Feel free to include any family, community or anecdotal stories associated with the property. Information on building history can frequently be found at the Island County Historical Museum, Island County Assessor's Office, the WA State Archives, or just by talking to your neighbors. Use additional pages if necessary. Including historic photos with the application is strongly encouraged.

## Section 7 - Condition Description

Year of Construction (approximate): \_\_\_\_\_

Renovations/Additions: \_\_\_\_\_

Building Dimensions: \_\_\_\_\_

Original Use: \_\_\_\_\_

Current Use: \_\_\_\_\_

Current Overall Condition: \_\_\_\_\_

Using the checklist below, select the appropriate condition button for each building element. Rank the top five elements in terms of priority/urgency (1 = most urgent).

<b>Building Element</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Deteriorated</b>	<b>Priority</b>
Foundation					_____
Roof					_____
Rafters					_____
Sills					_____
Wall Structure					_____
Exterior Siding					_____
Windows					_____
Doors					_____
Other: _____					_____

## Section 8 - Proposed Work

Describe the techniques and materials you plan to use. Depending on the project, you may be subject to Design Review by the Historic Preservation Commission prior to obtaining building permits or beginning work. You may include a more detailed bid/estimate for the proposed work as an attachment.

(proposed work cont.)

### **Section 9 - Readiness to Proceed with Proposed Project**

Projects awarded grant funds must be completed by the end of 2016. Please outline an approximate project schedule below, including each distinct work element and its anticipated completion date. Do you have the resources on hand to complete this project? **Ebey's Forever grants are reimbursement only.** Applicants must pay associated costs in full and submit receipts to the Trust Board office in order to receive any awarded grant funds.

## Section 10 - Project Budget

Project Expenses - break down expenses according to the project work elements identified in Section 9. (Remember to factor in permit costs in the overall budget, they can be counted as part of the match.)

Matching Funds - Recipients of Ebey's Forever Grants are required to provide at least half of the total cost of the project. Matching funds include your cash outlay, loans, other grants, and in-kind donations (donated labor, materials, and equipment.)

*Cash Match (including loans, other grants, etc.)*

*In-kind Donations (donated labor, materials, equipment)*

**Total Project Budget = Grant Request+Matching Cash+In-kind Donations**

## Section 11 - Public Benefit

One of the purposes of this program is to promote and preserve the Reserve's rural heritage through historic preservation for the benefit of the public.

*Is the building visible from public roads or right-of-ways? If so, provide the name of the road, as well as a photo illustrating the public view.*

*Is the property regularly or occasionally open to the public? Has the property been included in public tours, hosted school groups, or provided any other educational opportunities?*

*How will the project help ensure the long-term preservation and continued use of this property? Briefly describe the plan in place to maintain the property over the next ten years.*

*If a grant is awarded, the building owner will be required as part of the contract to enter into a temporary maintenance agreement on the property, to ensure the Trust Board's investment in its preservation is reasonably protected from future actions such as demolition or inappropriate alteration. Will you agree to this requirement?*

Yes

No

## **Section 12 - Financial Need**

How critical is an Ebay's Forever Grant to completing this project? How will you proceed if you receive a partial grant or no grant this year?

## **Section 13 - Experience & Qualifications**

Describe any major repair work or restoration projects you have completed on this or similar properties. If you have talked with or selected an architect, structural engineer, or construction contractor for your project, describe their experience working on historic buildings.

## Section 14 - Attachments

Please include the following attachments:

- Copies of any bids, cost estimates, or condition assessments (etc), used to develop your proposal.
- Illustrative photographs, preferably digital, including all elevations (sides of the building), areas of proposed work, and the site as a whole. Include public right-of-way view photos if applicable.
- Historic photos of the building/property.
- For non-profit organizations; a list of board members and operating budget for the most recently completed fiscal year.
- For local governments; a brief profile of department mission, lead staff, and annual budget.

## Section 15 - Certification

I certify that to the best of my knowledge the information provided in this application is complete and accurate.

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Owner's Signature

Date

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Co-owner's Signature (if applicable)

Date

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Print Name(s)

*If applicant is different from owner, applicant must also provide their signature.*

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Applicant's Signature

Date

---

Print Name

**Note: Application will be returned if not signed.**



Trust Board of Ebey's Landing National Historical Reserve

## Ebey's Forever Grant Program

### Application Checklist

Application Guidelines reviewed and all application fields filled in.

Application signed by the owner.

Material and labor project bids or cost estimates attached. Include a one-page reference sheet for selected contractors, architects, etc., if applicable.

Digital photos submitted on CD or thumb drive - including one of each (entire) side of the structure, up to ten detailing the focus of the work, at least one site/contextual view and a public right-of-way view, and any available historic photos. Submitting hard copies of historic photos is fine.

**One signed original** and **ten copies** of the application submitted for advisory committee review. Only one CD or thumb drive with digital photos need be included.

Pre-application site visit with Reserve staff (*recommended*)