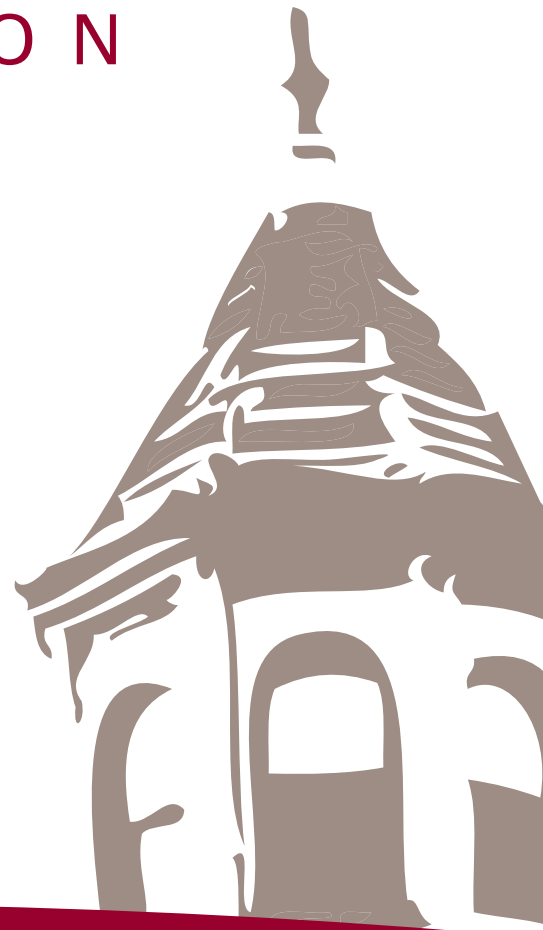




Preservation OKLAHOMA

PLANFIRST GRANT
APPLICATION



PLANFIRST GRANT APPLICATION

Deadline for submission: Grant applications are reviewed quarterly in October, January, April, and July, and must be received by the last day of the prior month (September, December, March, and June) to be reviewed for each round.

APPLICANT INFORMATION

Name of Applicant _____

Address _____

Phone _____

E-mail _____

Applicant is a:

- Government Entity Non-profit organization Community Association
 Private Individual Other (Specify: _____)

PROPERTY INFORMATION

Please see attached checklist for additional materials to be submitted.

Address and Name (if applicable) of property _____

Is the property owned by the applicant? Yes No

**If not, written authorization from the property owner for the project must be submitted before a grant can be awarded.*

Does the property have any prior designation (listed on National Register of Historic Places, included in historic district, etc.)? Yes No

PROJECT DESCRIPTION

Please use the following space, and additional pages if needed, to describe the proposed project. Helpful information includes the history, current condition and use of the property and long-term goals for the project. SPECIFIC INFORMATION about work to be funded by the PlanFirst grant must be included. See guidelines for information about qualifying activities and financial requirements, and additional documentation requirements.

Applicant's Signature _____ **Date** _____

PLANFIRST GRANT GUIDELINES

Eligible applicants: Local or tribal governments and 501(c)3 non-profit organizations are eligible for PlanFirst grants. Other non-501(c)3 organizations and private individuals may be eligible if the project provides a public benefit. Projects must be located in a community served by a BancFirst branch.

Eligible projects: To succeed at preservation, you must have a plan. PlanFirst Grants are for planning activities, and do NOT fund construction or other restoration or repair work. They fund such activities as architectural planning documents or historic structure reports, feasibility studies for the reuse of an historic structure, conditions assessments and engineering studies, and fundraising plans for a rehabilitation project. Please contact Preservation Oklahoma at 405.525.5325 or at preservationok@preservationok.org with questions about qualifying projects.

Eligible expenses include: Fees for consultants or other professional services, costs associated with development of materials related to the rehabilitation of the project. General operating expenses, construction/maintenance work, catering/event costs, and fees paid to members of the applicant organization will not be reimbursed. Expenses incurred prior to the awarding of the grant may be eligible for reimbursement, at the discretion of Preservation Oklahoma.

Grant recipients are encouraged to use PlanFirst Grants as matching funds for other grants.

Grant Disbursement Conditions:

- PlanFirst Grants are dollar-for-dollar matching grants of up to \$1,500. Matching funds should be cash, but may be in-kind donations at the discretion of Preservation Oklahoma; please contact Preservation Oklahoma about qualifying activities and services.
- PlanFirst Grant projects should be completed within one year of being awarded, with a progress report submitted after 6 months. Deadlines may be extended upon request.
- PlanFirst Grant funds will be provided on a reimbursement basis, upon submittal of progress and/or completion reports.
- Preservation Oklahoma will review the qualifications of any consultant doing grant-funded work. Consultants should meet the Secretary of the Interior's Professional Qualification Standards when applicable.
- A contract will be executed between each grant recipient and Preservation Oklahoma with specific information pertaining to their individual project and award.

Selection Criteria includes:

- Significance of the project or resource
- The larger community benefit to be gained from the project
- The project's relevance to the long-term preservation of the property
- Applicant's ability to complete the proposed project on budget and schedule

ADDITIONAL DOCUMENTATION REQUIREMENTS

In order to offer funding to the most viable applicants, and to ensure that projects are completed as proposed, priority will be given to clearly defined, well-organized projects. Please submit the documentation requested below, along with other materials or information relevant to the project. Preservation Oklahoma will contact qualified applicants to request additional information where necessary.

Required additional documentation:

- One original, signed application
- Photographs of the property
- Documentation of the applicant organization's status, where applicable (articles of incorporation, determination of tax exempt status, etc.).
- Authorization of project and grant application from property owner, if not the applicant
- Documentation of work already under way or consultants under consideration for project
- Proposed project budget and timeline for completion

Recommended support materials:

- Historic information on the property
- Documentation of past projects completed or undertaken by the applicant
- Letters of support from community members, organizations, and others
- Documentation of any additional funding received, or grants for which the applicant intends to apply.

In order to offer funding to the most viable applicants, and to ensure that projects are completed as proposed, priority will be given to clearly defined, well-organized projects.

Please submit the documentation requested below, along with other materials or information relevant to the project, to:

Preservation Oklahoma
405 N.W. 15th Street
Oklahoma City, OK 73103

or via e-mail with all additional materials attached to
preservationok@preservationok.org

Preservation Oklahoma will contact qualified applicants to request additional information where necessary.