

**HILLSBOROUGH COUNTY
HISTORIC PRESERVATION CHALLENGE GRANT (HPCG) PROGRAM
CHALLENGE GRANT FUNDING APPLICATION
FISCAL YEAR 2016**

GENERAL INSTRUCTIONS AND INFORMATION

Attached is **SAMPLE** application for the Hillsborough County Historic Preservation Challenge Grant. **Before completing the application submission, please review thoroughly the information below, as well as Board of County Commissioners (BOCC) Policy, [Section Number 01.31.00.00](#), Historic Preservation “Challenge Grant” and other materials posted on the [website](#).**

Please refer to BOCC Policy 01.31.00.00 for detailed requirements regarding eligible applicants and projects. An applicant may be an eligible nonprofit or private individual or entity. Applicants may **not** be a Federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof. Priority consideration is given to an applicant with a preservation track record with cash-in-hand to proceed timely with the proposed project. All projects must be located in Hillsborough County (incorporated or unincorporated). In historic districts, priority is given to designated contributory buildings.

The County grants are for the reimbursement of approved cash expenses. **Reimbursements are made on cash outlays only.** The applicant must match the grant funds by a minimum 1:1 ratio. The applicant’s match may not be provided solely through alternative matching funds or other sources. A minimum of 50% of the match to the County grant (in other words, 25% of total Project budget) must be provided by the applicant, and must be in the applicant’s cash, or in-kind contributions of labor or materials that otherwise meet project requirements.

All signed, completed Application submissions must be postmarked or delivered by assigned date. Mail or deliver to: Marilyn Hett, Economic Development Department, P. O. Box 1110, County Center, 20th Floor (601 E. Kennedy Boulevard), Tampa, Florida 33601-1110. **Completed Applications that are received by the date and time deadline will be considered LATE and not eligible for consideration.**

Completed Application submissions include:

- (1) a complete original, signed application (hard copy) and;**
- (2) a copy of the signed application with all supporting documentation in digital format, also.**

The Certification Form on page 19 must be signed and notarized. For an application to be considered complete, the funding (source and amount) must be addressed. The digital copy must be saved to a USB Flash Drive (or CD) in PDF format and placed in a sleeve with the Organization/Entity and Project Name attached to the front of the sleeve and on the USB Flash drive (or CD). File names should clearly identify the Organization and the Project. Please do not create a separate cover page, or bind the application in a notebook.

- Do not alter the Application format and page numbers. If additional pages are needed to complete a question, attach the continuation to the end of the application and make sure that the supplemental page identifies the original question and its page number.
- All supporting documents must be submitted as part of the Application in order for the Application to be considered complete and eligible for consideration. Documents or elements that are submitted separately or faxed will not be accepted. **An applicant must submit a copy of the following:**

1. Organization's current Articles of Incorporation,
2. Bylaws,
3. List of current Board of Directors,

4. Federal (IRS) Tax Exempt Recognition Letter,
5. W-9,
6. Sales Tax Exemption Form (as applicable),
7. A completed and signed Equal Employment Opportunity (EEO) Workforce Analysis Form, (see Appendix E),
8. Financial Information (most recent), including:
 - Year-end Financial Statements with Financial Balance Sheet,
 - Year-to-date Operating Statements and current budget,
 - Latest annual Federal information or tax return (usually Form 990 for nonprofits) with schedules; and
 - Organization's most current audit report, if available.

Similar information must be submitted on separate foundations established by the applicant. Organizational and financial information must be up-to-date and complete for the applicant to be considered eligible for project evaluation in the selection process. All information identified above must be provided with the submission. **Eligible nonprofits must be an IRS recognized 501c entity.**

▪ In addition, the HPGC Review Committee (HPCG Committee) requests a **summary list of all grants received over the past five (5) years and the grant provider contact information.** It is possible that priority consideration may **not** be given to an applicant receiving other County funding in 2016, including a prior HPCG.

▪ Proposals requesting an award of \$100,000 or more also must satisfy all requirements set forth in **BOCC Policy, Section Number 04.05.00.00 regarding Capital Funding for Outside Agencies.** The policy requires:

1. Detailed business plan for the development and ongoing maintenance of the building or structure(s),
2. Dedicated checking account,
3. Audited Financial Statements (with the related opinion letter and notes) for the most recent fiscal year, and
4. Unaudited interim Financial Statements for the current fiscal year, before final approval.

▪ Unless specifically recommended by the HPGC Committee and approved by the BOCC, funding for an approved project or program is limited to the period it is proposed and budgeted in the entity's application and/or subsequent Agreement.

▪ The entity's matching funds or expenditures must take place during the grant period specified in the formal Agreement with the County. Project planning may begin before a grant request is approved/awarded and a funding agreement signed. However, the entity cannot be reimbursed for any cost incurred, nor will the cost be eligible to be credited as part of the entity's matching shares prior to submitting an approved signed agreement to the BOCC. No cost incurred after the grant period has expired will be eligible for payment with grant funds or eligible to be credited as part of the matching share.

▪ HPCG funds cannot be matched with Hillsborough County Tourist Development Tax funds and BOCC funding (unless approved by the BOCC). Official Visitor Information Centers (VICs) must be approved by the Tourist Development Council (TDC) and be consistent with TDC guidelines for VICs. No County funds may be expended for the purchase of food, beverages or entertainment costs or in support of an entity's membership functions.

▪ The grant may be applied to net production and media expenses, but **not** to related agency commissions, unless specified. For construction projects, contractor/engineering/architect fees and out-of-pocket/travel expenses are not eligible for reimbursement unless specified in the Agreement. An applicant awarded a grant is to provide drafts of advertising and other printed/electronic material for County review in advance of a public release or related event.

▪ All information, including advertisements, programs, and brochures concerning the building, place, activity and/or event funded with HPCG funds, is to include an acknowledgment that the project has received financial assistance from

the Hillsborough County Board of County Commissioners (BOCC). Any news release or other type of publicity must identify the "Hillsborough County Board of County Commissioners" as a funding source. In printed/electronic materials, the reference to the County must appear in the same size letters and font type as the name or logo of any other funding source.

The 2016 Application Period is closed.

The 2017 dates, times and locations will be posted to the [website](#). The meetings may include, but are not limited to: Applicant Presentations, Application Workshop(s) and Allocation Meetings. The HPCG Committee may conduct workshops/meetings related to its recommended allocations. Failure to attend meetings may affect the success of the applicant's grant application.

At the conclusion of this process, the HPCG Committee will forward its funding recommendations to the BOCC for adoption and inclusion in the County budget. Applicants approved for funding are required to execute an Agreement with Hillsborough County, detailing the responsibilities of both parties **before** proceeding with a recommended project.

NOTE: THOROUGHLY READ THE BOCC POLICY STATEMENTS. This funding program is subject to modification. Updates and future meeting schedules will be posted on the [website](#).

**For questions, contact Marilyn Hett, Economic Development Department, at 272-6212,
or hettm@hillsboroughcounty.org.**