



# Amana Colonies Land Use District (ACLUD) Historic Preservation Grant Program

## I. Program Statement

The intent of the ACLUD Historic Preservation Grant Program is to encourage the ongoing and appropriate restoration of historic properties within the Land Use District by providing financial incentives for the improvement of historic appearance and structural conditions of all types. This is a competitive Grant Program. Not all grant requests may be funded. The amount of funds available for each grant cycle is dependent on the amount of Hotel/Motel Tax money received by the Land Use District.

## II. Description of Grant Program

The Amana Colonies Land Use District Board of Trustees is providing monetary incentives for property owners of historic properties within the ACLUD Historic Preservation Districts zoned as Agricultural (HP-A), Residential (HP-R), Commercial (HP-C), and Industrial (HP-I). Priority will be given to residential properties.

### A. Grant Application Eligibility

1. The building must have been built prior to 1932 and must be located within the Land Use District boundaries.
2. If a grant is awarded, the Board of Trustees will approve the issuance of a Certificate of Approval for the project. This will be done concurrent with the award. Property owners **MUST** sign and return a copy of the grant agreement to receive a permit authorizing them to begin the project. A permit is **required** for the project.
3. All work must conform to the ACLUD *Historic Architectural Guidelines* and *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Local guidelines and regulations supersede state and federal guidelines.
4. **Projects must have a completion date no later than one year after the stated project start date.** Extensions, limited to one year or less, will be considered on a case by case basis. All extensions must be requested in writing and be approved by the ACLUD Board of Trustees at least 60 days prior to the start of the extension.

### B. Grant Limits and Reimbursement

1. The **maximum** grant that may be awarded to any property owner is \$2,500 per grant cycle. Lower amounts may be awarded. A property owner may submit

more than one application, but no more than one grant will be awarded per property per grant cycle.

2. Projects in Residential (HP-R) districts are eligible for a grant of up to 75% of the estimated project cost or \$2,500, whichever is less.
3. Projects in Agricultural (HP-A), Commercial (HP-C) or Industrial (HP-I) are eligible for a grant of up to 60% of the estimated project cost or \$2,500, whichever is less.
4. Reimbursement will be provided after meeting the following two requirements:
  - a. Submission of all receipts
  - b. Approval of the completed project by the Amana Colonies Land Use District Board of Trustees or Designee.
5. If the final project cost is less than the original estimated cost, the grant will reimburse the original approved grant percentage of the final cost of the project.

Example: A project with a \$2,000 estimated cost is awarded a grant of 75% (\$1,500) of the estimated cost. The actual cost of the project is \$1,800. The amount reimbursed to the applicant is 75% of \$1,800 (\$1,350).

6. If the final cost of the project is more than the estimated cost, the originally approved amount will be reimbursed.

Example: A project with a \$1,200 estimate cost is awarded a grant of 75% (\$900) of the estimated cost. The actual cost of the project is \$1,600. The amount reimbursed to the applicant is \$900.

### **C. How to Apply**

1. Application forms are available at [www.aclud.org/Historic-Preservation-Grant-Program](http://www.aclud.org/Historic-Preservation-Grant-Program) and at the Land Use District office.
2. **Grant applications, including design plans, cost estimates, and construction schedules are due by February 1 (first cycle) or July 1 (second cycle).**
3. Incomplete applications will not be reviewed.
4. Grant recipients will be announced no later than 60 days after the submission deadline.
5. The Administrator is unable to offer an opinion on the success or failure of any application.
6. A complete paper copy of the application must be submitted either by U.S. mail or dropped off at the Land Use District office. Applications submitted via email will be rejected.
7. Color photographs of the project site are required. Seven (7) physical copies of each photograph must be submitted with the Application. Emailed copies of photographs will not be accepted. Applications submitted without photographs will be rejected.

### **III. Application Review**

#### **A. Review Committee**

1. A Review Committee appointed by the Board of Trustees will review the applications. The Review Committee consists of two at-large community members, two Historic Preservation Commission members, two Trustees, and the ACLUD Administrator. Members of the Review Committee may not act on a pending application for themselves or for family members.
2. The Review Committee will receive the applications by February 8 (first cycle) or July 8 (second cycle). The Review Committee will meet by February 15 (first cycle) or July 15 (second cycle) to review the applications and provide recommendations to the HPC.
3. The HPC will receive the committee recommendations prior to their regular meeting.
4. At their regular monthly meeting, the Historic Preservation Commission (HPC) will review and approve the Review Committee recommendations.

#### **B. Board of Trustees**

1. The Board of Trustees will receive the HPC-approved recommendations, and associated minutes prior to their regular meeting. Trustees should review the recommendations and visit each site, as necessary.
2. At their regular monthly meeting, the Board of Trustees will prepare and approve a final listing of grant recipients.

### **IV. Administration of Grants**

#### **A. Notification**

1. The Administrator will notify all applicants of the outcome by April 1 (first cycle) or September 1 (second cycle).
2. Grant recipients will receive information on grant requirements and the reimbursement process, as well as a basic contract indicating the amount funded and all procedures.

#### **B. Changes to plan**

1. Any changes in design or work plans must be approved by the ACLUD Administrator. At the Administrator's discretion, changes will be referred to the Historic Preservation Commission and the Board of Trustees for final approval.
2. Any unauthorized changes in the final construction may result in loss of grant money.

**C. Final Inspection**

The ACLUD Administrator and the grant recipient will conduct a final inspection of the project before the grant payment is issued. Members of the HPC and Board of Trustees may also attend the final inspection.

**V. Program Reporting**

- A. By June 1 of the year following the grant year, the ACLUD Administrator will prepare a report for the HPC, the Board of Trustees, and the public indicating the number of properties served, the amount of money dispersed, and the final outcome, of all projects granted money.
- B. The ACLUD administrator will prepare a separate report for the HPC and BOT detailing individual project financial accounting.

**Project Categories, with examples**

**I. Structural**

- Foundations
- Chimneys, repair, or replacement of existing
- Wood siding
- Tuckpointing

**II. Restoration**

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|--------------------|------------------------|
| Wood window sashes | Chimney, new           |
| Windows and doors  | Door hoods/porches     |
| Wood steps         | Return gables          |
| Wood shingles      | Gutters and downspouts |

**III. Aesthetic**

- Fences
- Light
- Trellises

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**NOTES:**

Applications should be for one distinct project.

Applicants must demonstrate that work is done according to proper standards and techniques to receive reimbursement.