



Historic Property Survey Grant

Application Checklist

Instructions:

1. Fully complete all online application information
2. Prepare all documents separately for each section and attach as a PDF file.
 - a. Label all attachments in following manner:
 “**Applicant Name - Section Title**” (e.g.: Project Detail, Budget)
 Example: “Borough of City Township - Letter of Support”

Required NJEDA Application Information	Included (Y/N)
1) Applicant Information – Entity Type, Federal Employer ID, Address, Contact information	
2) New Jersey Tax Clearance Certificate [upload document] Directions for securing your tax clearance certificate	
3) Religious Affiliation Form (if applicable) [upload document]	
4) Application Fee [unless waived, then upload a copy of email request]	
5) Formation Document(s) [upload documentation] – applicant must provide the appropriate documentation for their entity type: <ul style="list-style-type: none"> • Sole Proprietor: Provide a Certificate of Trade Name (filed with the County Clerk) • LLC: Provide a Certificate of Formation and Operating Agreement • Corporation: Provide a Certificate of Incorporation and Bylaws • Not-for-Profit: Provide a Certificate of Incorporation and Bylaws • Out of State: If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate. 	
Grant Program Application Requirements	Included (Y/N)
1) Applicant Narrative [upload completed template document] – narrative demonstrating the ability of the applicant and its partners to execute the survey as planned. This may include, but is not limited to: <ul style="list-style-type: none"> • Experience in successful completion of surveys similar in size and scope to the proposed survey • Description of experience, capacity, and skills of planning team and/or consultants • Description of any existing redevelopment plans applicant may have previously worked on • Description of prior partnership and engagement with the municipality, county, or non-profit entity requesting the survey 	

<p>2) Historic Survey Proposal [upload documentation] – dated no earlier than 1 month prior to application submission and prepared by a professional/consultant meeting the Secretary of Interior’s Standards. The proposal should include, as noted in the program specs:</p> <ul style="list-style-type: none"> A. Plan for detailed written historic background and context information that addresses all resources included. B. Plan to document all potential resources included within a distinctly defined area/community, municipality and/or county. C. Project Milestones D. A short narrative regarding whether there is an existing survey of the proposed area. E. Grant need and budget F. For thematic surveys: <ul style="list-style-type: none"> • A short narrative regarding proposed theme such as a historic event/time period, industry, architectural type/style, or group of individuals (race, ethnicity, LGBTA+, etc.) • Unless all properties are located within a GRM, be able to demonstrate that at least 10% of properties expected to be surveyed fit the program’s definition of distressed asset by providing a site map showing proposed survey boundaries and location of identified distressed assets with accompanying photographs of buildings to demonstrate condition. 	
<p>3) Resume(s) including contact information for the Historian or Architectural Historian who prepared the full and current proposal [upload documentation]</p>	
<p>4) Demonstrate that funds equaling at least 10% of the total project cost, as identified within the proposal, will be available at time of approval (in-kind contributions are allowable) [upload documentation]</p>	
<p>Grant Program Application Information (For Scoring Purposes)</p>	
<p>1) Letters of Support [upload documentation]</p> <ul style="list-style-type: none"> • A letter of support from at least one municipality or county government within the proposed survey area indicating that the survey is desired and will be used by the government entity for future planning purposes. • A letter of support from a community organization located within a geographic area to be included within the proposed survey. 	
<p>2) Thematic Narrative (if applicable) [upload documentation]- provide a narrative that demonstrates the applicant’s intent for the survey to focus on the identification of resources representing underrepresented groups or periods of history to be surveyed (such as minority groups and communities, LGBTQ+, women history, or the civil rights movement).</p>	