



# THE HERITAGE TRUST

For Preservation and Restoration  
Of Historic Burlington, Iowa

## The Heritage Trust Historical Preservation Grant Application

Please complete this form and mail to:

**The Heritage Trust  
P.O. Box 53  
Burlington, IA 52601**

To request additional information regarding program criteria for this grant, please email Bryan Schulte at [jbschulte@mchsi.com](mailto:jbschulte@mchsi.com)

**Step 1**

**Review the attached Heritage Trust Historical Preservation Grant criteria to determine whether your preservation, restoration, or rehabilitation project qualifies.**

**Step 2**

**Applicant Name(s)**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Step 3**

**Description of property to be preserved, restored, or rehabilitated.**

YEAR STRUCTURE WAS BUILT: \_\_\_\_\_

ARCHITECTURAL STYLE OF STRUCTURE: \_\_\_\_\_

ADDRESS OF STRUCTURE: \_\_\_\_\_





Step 9

**Membership Information**

ARE YOU A CURRENT MEMBER OF THE HERITAGE TRUST?

YES\_\_\_\_ NO\_\_\_\_

Step 10

**Applicant Signature(s)**

I (WE) HEREBY CERTIFY THAT THE FOREGOING INFORMATION PROVIDED  
HEREIN IS TRUE AND CORRECT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
APPLICANT

HERITAGE TRUST HISTORIC PRESERVATION  
GRANT PROGRAM

To facilitate the mission of Heritage Trust to encourage the preservation, restoration, and rehabilitation of historic Burlington, Iowa, the following criteria are established for the award of monetary grants contributing to qualifying projects:

**1. Grant Program Criteria:**

The Grant Program shall be published on The Heritage Trust website, at Preservation Station, at The Heritage Trust sponsored events, and by any other appropriate means. The grant criteria established herein shall serve as a guideline for grant awards. Nothing herein shall be construed to prevent the board of directors from deviating therefrom for special or unique circumstances.

**2. Qualifying Buildings:**

Grants shall be limited to projects involving buildings which have been constructed at least 50 years prior to the grant application and which are located within the corporate limits of the City of Burlington.

**3. Qualifying Project Expenses:**

Grant funds may only be utilized for the reimbursement of out-of-pocket expenses for labor and historically appropriate materials incurred by the owner(s) subsequent to the grant award for preservation, restoration, or rehabilitation of the exterior of the qualifying building.

**4. Grant Approval Priority:**

The award of grant shall be prioritized by the following considerations listed in the order of their importance:

- a. The building is listed in or is eligible for the National Register of Historic Places.
- b. The project is viewable by the public from public locations.
- c. The building is privately owned rather than governmentally owned.
- d. Financial assistance is necessary for project completion.

**5. Grant Process:**

Commencing with the calendar year 2017, grants shall be awarded semiannually in February and August of each year on the following agenda:

- a. The grant application form containing these grant program criteria shall be provided on The Heritage Trust website and at Preservation Station.
- b. The grant application shall be submitted to The Heritage Trust Board of Directors on or before February 15<sup>th</sup> to be eligible for the February award or August 15<sup>th</sup> to be eligible for the August award.
- c. The Heritage Trust Board of Directors shall award grants at its February and August board meetings and shall notify each applicant of the grant approval or disapproval by the first day of the following month.
- d. Funds disbursed for an approved grant shall not exceed 50% of the qualifying expenses nor exceed the sum of \$5,000.00 per year per owner(s).
- e. To be eligible for the disbursement of grant funds:
  - I. The grant project shall be completed within two years from the date of the grant award.
  - II. The proof of payment of qualifying expenses shall be submitted.
  - III. The completed grant project shall be inspected and approved by The Heritage Trust Board of Directors.

**6. Board Member Ineligibility:**

The Heritage Trust board members shall not be eligible to submit an application for a grant during their term in office.