Special Category Grants

About Special Category Grants

The Department of State, Division of historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic structures and archaeological sites, and promote knowledge and appreciation of the history of Florida. The purpose of Special Category grant funding is to assist major site-specific archaeological excavations, the major restoration or rehabilitation of historic buildings or structures, and major museum exhibits involving the development and presentation of information on the history of Florida. This program does not fund operational support for historic preservation organizations.

Special Category grants are awarded annually to assist in: acquisition of historic properties or archaeological sites; development activities such as restoration, rehabilitation, preservation, and structural analysis; stabilization of historic and archaeological properties; archaeological work such as field work and collection research, field investigation, analysis, and publication of findings; and museum exhibit projects such as those involving research, exhibit design, and fabrication and installation.

The Historic Preservation Grants Program utilizes an online grant system via which prospective applicants submit their applications. Applications from precious solicitation periods will also be available at this site as historical information (for viewing only). The new online system will launch April 1st, 2017.

An Applicant Organization may have no more than one (1) previously awarded grant from the Division (Special Category or small Matching) open at the time of application. Applications from Applicant Organizations with more than one open grant from the Division will not be accepted. Open grants include: Any previously submitted applications that are awaiting funding from the Florida Legislature; any applications that have been appropriated funding by the Florida Legislature but have not yet executed a Grant Award Agreement; and any funded grant that has not completed its Scope of Work or is still in its Grant Period.

Types of Projects

Types of historic preservation projects that can be funded include:

> **Acquisition** of historical resources such as archaeological sites or historic properties, or the moving of a historic building or structure that is under threat of demolition or destruction due to natural causes;

> **Development** projects such as building restoration and rehabilitation, stabilization of historic or archaeological properties, historic structure assessments, feasibility studies, emergency repairs, and preservation or management plans, among others;

> **Archaeology** projects involving major archaeological investigations such as research, fieldwork, and analysis and publication; and

> **Museum Exhibits** which may include the design, fabrication, and installation of museum furniture and equipment, and the production of exhibit related media.

Eligibility

Eligible applicants include state agencies, universities, local governments and units of local governments, as well as non-profit organizations.

Application Limitations

Applicants may have no more than one (1) previously awarded Special Category Grant open at the time of application. Applications from applicants with more than one open Special Category Grant shall be declared ineligible and such applications shall be returned to the applicant.

An applicant from the same organization may not submit more than one Special Category Grant application under a single application deadline. State, county or city governments, or universities may submit single applications from more than one division or department during any grant cycle provided that those divisions or departments are separate and distinct budgetary units and provided that the applications do not address the same facility, project, or site.

Review Process

Special Category grant applications are evaluated at a public meeting in the fall by the Florida Historical Commission (FHC). The applications are evaluated, on a competitive basis, on historic significance, endangerment, appropriateness of the preservation treatment proposed, administrative capability of the organization, adequacy of technical and financial resources, educational potential, economic benefits, and public good resulting from the project.

Grant Award / Requirements for Match

Special Category grants provide assistance between $50,000 and $500,000. The grantee is required to provide a matching share of either $50,000 or 50% of the award request, whichever is the higher amount. The match may be any combination of in-kind services, volunteer labor, donated materials and travel, plus cash-on-hand which must constitute a minimum of 25% of the total match.

REDI designated communities are eligible for a reduction of match (please see below).

Rural Economic Development Initiative (REDI)

Under the REDI initiative, certain rural or economically distressed counties or communities are designated as REDI qualified pursuant to Section 288.0656, *Florida Statutes* (http://www.leg.state.fl.us/Statutes/index.cfm?
App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.0656.html). This qualification permits a decrease in match for REDI applicants down to 10% of the grant award.

Information about counties and communities eligible for decreased financial match may be found on the Florida Department of Economic Opportunity's REDI webpage (http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/redi-message-from-the-governor/we-are-redi).

> REDI Eligible Counties and Communities as of August 1, 2015
> (/media/695866/2015_eligible_communities_12-16-15_listing.pdf)

If your county or community is REDI designated and you would like to request a decrease in match, please check the appropriate box on the grant application.

Special Category Grant Application Information

If you are considering applying for a Special Category Grant from the Division of Historical Resources the following information should prove useful.

A downloadable PDF version of the How to Fill Out an Application webinar is available on the right hand side of this page and registration for upcoming webinars are located in Upcoming Events (/historical/meetings-and-events/upcoming-events/) in the News and Events section.

> Special Category Grants Guidelines (/media/696946/special-category-guidelines.pdf)
> (/media/694232/2016-2017-sc-solicitation-notice.doc)
> Dropbox Guidelines for Submitting Required Grant Application Attachments
> (/media/694221/dropbox-guidelines.pdf)
> Special Category Application Example (http://apply.flheritage.com/index.cfm?
> page=previewGrants&appID=14)

Application Form

> Special Category Online Application (http://apply.flheritage.com)
> List of attachments to be included with the grant application (/media/695023/list-of-attachments-sc-grants.pdf)

Information and Documents for Current Grantees

Managing your grant

> OCHIP Grants Compliance Procedure
> (http://dosintraweb/das/forms/OCHIP%20Grants%20Compliance%20Procedure%20FINAL%2009.htm)

Progress Reports

> Progress Report Form (doc) (/media/696950/progress-report-form-effective-062016.docx)

Grant Funds Expenditure Log
> Grant Funds Expenditure Log Form (xls) (/media/696889/grant-funds-expenditure-log-effective-062016.xls)

Payment Request Form
> Payment Request Form (dotx) (/media/696688/payment-request-form-071916-template.dotx)

Schedule of Contract Values
> Schedule of Contract Values Form (xls) (/media/32528/schedule_of_contract_values.xls)

Contract Details Amendment Request
> Contract Amendment Form (doc) (/media/694980/contract-amendment-form.docx)

Single Audit Act
When a project is completed, the Grant Recipient is required is fill out the following document.
> Florida Single Audit Act (doc) (/media/694966/florida-single-audit-act.docx)

Restrictive Covenant - For projects where the grant recipient is the owner of the project site
> Restrictive Covenant- grant recipient is owner (doc) (/media/32529/restrictive-covenants-owner.docx)

Restrictive Covenant - For projects where the grant recipient is *not* the owner of the project site
> Restrictive Covenant - grant recipient is NOT owner (doc) (/media/32629/restrictive-covenants-grant-recipient-is-not-owner.docx)

Division of Historical Resources Recommended Time Sheets
The following documents should be utilized to document any volunteer, in-kind, or grant worked hours related to your project for which there is no alternate official record. Completed time sheets should be submitted with any payment request which cites these services.
> Grant Funds and In-Kind Timesheet (pdf) (/media/32279/grant_funds_and_in-kind_timesheetpdf.pdf)
> Volunteer Timesheet (pdf) (/media/32294/volunteer_timesheetpdf.pdf)

Documents for Survey Projects
> Archaeological Survey Guidelines (pdf) (/media/695059/archaeological-survey-report-guidelines.pdf)
> (/media/695059/archaeological-survey-report-guidelines.pdf)Historic Structures Survey Guidelines (pdf) (/media/695060/historic-structures-survey-guidelines.pdf)

Information for Project Identification Sign
> Project Identification Sign (/historical/grants/small-matching-grants/project-identification-sign/)
> DHR Logo (pdf) (/media/696154/dhr-logo.pdf)

Guidelines for the Submission of Photographs
Photographs are requested not only at the time of application but also to evidence the progress and completion of all funded projects. Please refer to these guidelines for required format and size. Development projects must adhere to these guidelines.
> Guidelines for Photographs (pdf) (/media/696157/photo-guidelines.pdf)

Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (36 C.F.R. 68)

> Professional Qualification Standards (48 FR 44716, September 29, 1983) (http://www.nps.gov/history/local-law/Prof_Qual_83.htm)
> Standards and Guidelines for Archeology and Historic Preservation (as amended and annotated by the National Park Service) (http://www.cr.nps.gov/local-law/arch_stnds_0.htm)
> Standards for the Treatment of Historic Properties, 1995 (http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm)

State of Florida Archaeological Reports Standards and Guidelines

> Archaeological Reports Standards and Guidelines, Chapter 1A-46, *Florida Administrative Code* (pdf) (/media/31388/1a_46.pdf)

Electronic Payments

You can choose to use electronic funds transfer (EFT) to receive your grant payments.

> If EFT has already been set up with the Department of Financial Services (DFS) for your organization, you do not need to submit another form.
> To download this form visit the Direct Deposit ☒ sign-up on the DFS website ☒.
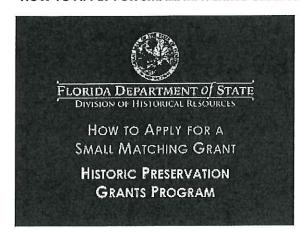
Substitute W9 Form

A Substitute W9 form will be requested of all projects except when organizations are a State Agency or State University.

> If you already have a current active Substitute Form W9, you can print out a copy of the form by going to the DFS website ☒. Sign in using your user ID and your password to obtain a copy of your Substitute Form W9. Provide a copy of the Substitute Form W9 to DHR with your executed Grant Award Agreement.
> If you have not completed a Substitute Form W9, go to the DFS website ☒ and fill out a Substitute Form W9. Provide a copy of the Substitute Form W9 to DHR with your executed Grant Award Agreement.
> Example of substitute W9 form (pdf) (/media/696155/sample-sw9.pdf)

Minimum Wage for determining in-kind volunteer match.

For state projects as of January 1, 2015 the Florida's minimum wage is now $8.05 an hour.

HOW TO APPLY FOR SMALL MATCHING GRANTS

FLORIDA DEPARTMENT OF STATE
DIVISION OF HISTORICAL RESOURCES

HOW TO APPLY FOR A
SMALL MATCHING GRANT

HISTORIC PRESERVATION
GRANTS PROGRAM

For information on how to complete an application for Small Matching projects you may access a PDF version of the Small Matching Grant PowerPoint Presentation (pdf) (/media/697675/how-to-apply-for-a-small-matching-grant.pdf).

HOW TO APPLY FOR SPECIAL CATEGORY GRANTS

FLORIDA DEPARTMENT OF STATE
DIVISION OF HISTORICAL RESOURCES

HOW TO APPLY FOR A
SPECIAL CATEGORY GRANT
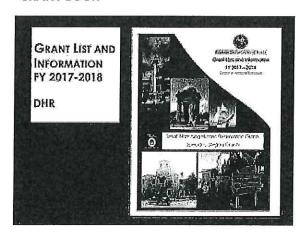
HISTORIC PRESERVATION
GRANTS PROGRAM

For information on how to complete an application for Special Category projects you may access a PDF version of the Special Category Grant PowerPoint Presentation (pdf) (/media/697674/how-to-apply-for-a-special-category-grant.pdf).

HOW TO MANAGE YOUR GRANT

For information on how to manage your grant funds you may access a PDF version of the How to Manage Your Grant PowerPoint Presentation (pdf). (/media/697314/2017-how-to-manage.pdf)

GRANT BOOK

To download the most recent DHR grant book please click here Grant Book (.pdf) (/media/697656/grant-book-2017-18-dhr-lists.pdf)

Sign up to receive grant information

A notice is sent to our email list when grant cycles open. Subscribe HERE (http://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b) if you wish to be placed on the list to receive grants news.

Rick Scott, Governor

Ken Detzner, Secretary of State

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