

## Sacred Landmarks Grant Guidelines and Application Procedures

Historic religious buildings are community assets that help define local history, offer architectural significance, and provide vital space for community-serving programs. As a component of the Historic Preservation funding area priorities, The Cameron Foundation will provide Sacred Landmarks Grants of up to \$25,000 to help eligible congregations maintain their physical facilities and preserve important landmark buildings for future generations.

Priority will be given to exterior preservation projects demonstrating urgent repair needs to primary worship buildings. Consideration will be given to roofing and drainage repairs, masonry repointing and restoration, foundation stabilization, structural repairs, and stained glass window repair and restoration. Grants to restore stained glass windows will only be considered if the windows are highly significant and severely deteriorated.

Grants cannot exceed \$25,000 and are for exterior preservation projects only. Grants cannot be used for pipe organ restoration, interior work, mechanical upgrades or routine maintenance. Soft costs (architectural fees, plans, specifications, conditions surveys, etc.) cannot exceed 15% of the grant request and should be included in the total budget. Grants are not retroactive, and therefore, a grant cannot be used for any expenses that have been incurred prior to the date that the grant was awarded.

Sacred Landmarks Grants are awarded through the Foundation's General Grants program. To be eligible for a Sacred Landmarks Grant within the Foundation's Historic Preservation funding area, properties must be:

- Originally constructed as a church.
- Located in The Cameron Foundation's service area.
- Owned by a religious institution and actively used for worship.
- Listed on the State or National Register of Historic Places or designated pursuant to a local landmarks ordinance by a city or county within the service area, either individually or as a contributing component of a historic district.

The following criteria are used when considering awards for Sacred Landmarks Grants:

- Architectural, historical and cultural significance of the religious building
- Need for the project and financial resources of the congregation
- Appropriateness of the scope of the project, methodology, consultants and budget
- Applicant's ability to manage and execute the project within the stated schedule
- Applicant's ability to raise other sources of support to complete the project, as necessary
- Project meets the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

### Applying for the Sacred Landmarks Grant

After reviewing the Foundation's guidelines for Sacred Landmarks Grants to determine if your organization and proposed work meet the Foundation's funding criteria, you are encouraged to contact The Cameron Foundation's program staff about the project you wish to undertake.

As a component of the Historic Preservation funding area under the Foundation's regular grant program, there are two rounds of funding for Sacred Landmarks Grants each year.

There are two steps in the grant application process. The first is the submission of a Letter of Intent (LOI). After the LOI has been reviewed by the Foundation, the second step is the submission of a Sacred Landmarks Grant Application if your organization is invited to do so by the Foundation.

The Foundation utilizes an online application process and does not accept hard copy applications. Registration for the online system is based on your email address, a password you select, and your organization's tax ID. [Register here.](#)

## Step 1: Letter of Intent

The first step in the application process is the submission of a Letter of Intent (LOI). The LOI application includes an eligibility quiz, organizational information, a preliminary project budget, and proof of your organization's tax-exempt status. The LOI will require the following information:

**Eligibility Quiz** – See eligibility requirements above

### Organization Information

- Organization contact information
- Tax status
- Denomination and Adjudicatory Group information\*
- Number of your members and average attendance at weekly services\*
- Building owner's name\*
- Brief background of the religious institution and congregation requesting support\*
- Organization operating budget\*
- Religious leader contact information

### Primary Contact Information

### Project Information

- Brief description of the historical, architectural and/or cultural significance of the property\*
- Landmark status
- Project title\*
- Brief description of the project for which funds are being requested
- Project budget amount
- Amount requested from The Cameron Foundation\*
- The plan to raise additional funds if needed, including possible sources of funding
- The anticipated start date and end date for the project

*\* If you are invited to submit a full proposal, edits to these items are not allowed.*

### Attachments

- Preliminary Project Budget – Include requested amount from The Cameron Foundation, requested amount from other funders, and your organization's financial resources committed to the proposed project.
- Proof of Exemption – Include one of the following: 1) determination letter from the Internal Revenue Service indicating the organization is exempt under Section 501(c)(3) of the Internal Revenue Code; OR 2) group determination letter from the Internal Revenue Service indicating that the group is exempt under Section 501(c)(3) of the Internal Revenue Code and documentation that indicates that the organization is a member of the group; OR 3) a statement signed by an officer stating that the organization is automatically considered tax exempt because it meets the requirements of Section 501(c)(3) of the Internal Revenue Code:
  - o The organization must be organized and operated exclusively for religious, educational, scientific or other charitable purpose.
  - o Net earnings may not inure to the benefit of any private individual or shareholder.
  - o No substantial part of its activity may be attempting to influence legislation.
  - o The organization may not intervene in political campaigns.
  - o The organization's purposes and activities may not be illegal or violate fundamental public policy.

The Foundation will provide a response to the LOI at least four weeks prior to the deadline for submitting proposals.

## Step 2: Submitting Your Application for a Sacred Landmarks Grant

If your LOI is approved, you will be invited to submit a Sacred Landmarks Grant Application.

The responses that you entered in the Organization Information and the Letter of Intent sections of the LOI will automatically transfer into the Proposal form. Except as noted above, you will have the opportunity to edit those responses when completing the Proposal.

The Proposal will require the following additional information:

### Property Information

- Property Description
  - Date of construction
  - Original architect (if known)
  - Non-worship uses of the property, including any programs and services currently provided
  - List of major alterations, additions to the building, and repair or restoration projects completed in the last 10 years, including dates of completion
  - List of architectural or engineering studies, reports or surveys performed in the last 10 years, including consultants' names and dates of completion
  - List in order of priority the repair and restoration projects needed for the property, including estimated costs

### Project Information

- Expanded description of project
- Identify staff and/or committee required to implement this project and their qualifications
- Specialized consultant/contractor information
  - Contact information for a specialized consultant, such as an architect, building conservator or engineer, if one has been selected. If so, indicate if the consultant has completed plans and specifications.
  - Indicate how many proposals have been solicited from contractors
  - Contact information for contractor, if one has been selected

### Attachments

#### Required Attachments

1. Officers and directors: Include a list of all officers and directors of the organization, with their addresses.
2. Organization budgets: The operating, capital and endowment budgets of the organization for the current fiscal year.
3. Financial statements for the last two fiscal years. This may be satisfied by providing:
  - Audited, reviewed or compiled financial statements by an independent CPA firm; OR
  - Forms 990; OR
  - Internally prepared financial statements, such as treasurer's reports, that includes all revenue and expenses.
4. Cash balances: List of cash, investment and endowment balances as of the end of the organization's last completed fiscal year.
5. Landmark designation: The organization's local landmark designation and/or the entire State or National Register of Historic Places Registration Form. A letter cannot be substituted because the Registration Form contains information important for the grant review, including a detailed description of the building and its architectural significance. For contributing components of State or National Register districts, relevant excerpts are acceptable.
6. Project budget: A detailed budget for the proposed project, including income and expenses. List all of the direct costs (scaffolding, materials, labor, etc.) as well as any soft costs (architectural fees, plans, specifications, etc.) and indicate which of the costs would be paid from a grant from the Foundation. Include all sources of financial support for the project as well as the amounts of such support, and indicate if the support is pending or secured.
7. Photographs: Include photographs of the property showing the overall exterior of the building or site, an overall view of the interior and details of the areas needing repair.

#### Optional Attachments

1. Property study, report or survey prepared for the property
2. Plans and specifications provided by an architect, engineer or restoration consultant
3. Contractor proposals for the project, including scope of work

*Note: Additional information may be requested during the grant review process.*

**Please note: Applicants are not to contact members of the Board of Directors or the Grants Committee regarding applications.**

Decisions are made approximately four months from the receipt of a completed application. Grants are awarded in June and October. Expenses may be applied to the grant effective the date of the grant award.

## **Funds Distribution**

Funds will be distributed to grant awardees when The Cameron Foundation receives all of the following:

- A signed award letter between The Cameron Foundation and the grant recipient.
- A signed contract between the religious institution and consultant, architect or contractor.
- Evidence of additional sources of funds to complete the project, when applicable.
- Documentation from the local government's preservation department, committee or board verifying that the proposed work meets the Secretary of Interior's Standards for the Treatment of Historic Properties, when applicable.

## **Post-Grant Reporting and Documentation**

All grantees are required to submit both a final evaluation and a financial report form within one month after the conclusion of the grant. You may [log in here](#) to begin the process. Once logged in, please select the "Requirements" tab at the top left to fill out the evaluation form. Photos of the finished project and a Post Grant Financial Report are required attachments in the "Attachments" section of the Final Report. Additional documentation and/or relevant materials also may be uploaded there.

Please contact Grants Manager [Michelle Hornby](mailto:mhornby@camfound.org) (mhornby@camfound.org) with questions pertaining to the online application and reporting system.

## **Applying Again**

Grant recipients must wait two years after the initial award was made to reapply.

## **Links to Helpful Resources**

- > [National Fund for Sacred Places](#) – A program of Partners for Sacred Places in collaboration with the National Trust for Historic Preservation, this resource provides training, planning grants and capital grants to congregations of all faiths for rehabilitation work on their historic facilities.
- > [New York Landmarks Conservancy](#) – Publications of the New York Landmarks Conservancy offer a wide range of technical advice for preserving and revitalizing architecturally significant buildings.
- > [Partners for Sacred Places](#) – Partners for Sacred Places offers help to congregations through training programs, a professional network, and an online information clearinghouse that includes guides on fundraising, outreach, repair and maintenance. The organization also helps promote the value of a congregation's architectural assets, its worth as a faith community, and the significance of its service to the community at large.
- > [Preservation Virginia](#) – Preservation Virginia is a statewide historic preservation leader dedicated to perpetuating and revitalizing Virginia's cultural, architectural and historic heritage, thereby ensuring that historic places are integral parts of the lives of present and future generations. The organization preserves, promotes and serves as an advocate for the state's irreplaceable historic places for cultural, economic and educational benefits of everyone.
- > [Secretary of the Interior's Standards for the Treatment of Historic Properties](#)
- > [Virginia Department of Historic Resources](#) – The State Historic Preservation Office supports the stewardship of Virginia's significant historic architectural, archaeological and cultural resources. The agency's website provides information and resources related to historic registers, including the [Preliminary Evaluation & Nomination Processes](#), [Preliminary Evaluation and Nomination Forms](#), and [Register Listings by City & County](#). To obtain a copy of your original State or National Register form, contact the office at (804) 367-2323. Contact your local city or county government regarding local registers.