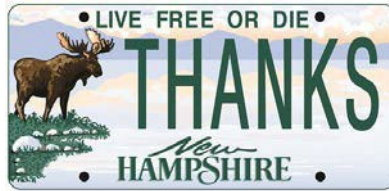




CONSERVATION LICENSE PLATE GRANT MANUAL



Funding Source and Purpose

The New Hampshire Division of Historical Resources (NHDHR) provides grants under the Conservation License Plate Program, commonly called the “Moose Plate” program, for the preservation of significant **publicly owned** historic resources that contribute to New Hampshire’s history and cultural heritage.

The Conservation License Plate Program was initiated by the State Legislature (RSA 261:97) to provide funds to supplement existing conservation and preservation efforts that protect critical resources in New Hampshire, from scenic lands and wildlife to historic sites. The funding for the Conservation License Plate Program’s grants is derived from the sale of the “Moose Plate” license plates. Vehicle owners may voluntarily purchase the “Moose Plate” for \$35.00 the first year, and then \$30.00 in succeeding years (for more information about the Conservation License Plate, see www.mooseplate.com). A portion of the funds collected each year from the sale and renewal of the Conservation License Plates is allocated to the Department of Natural and Cultural Resources which, in turn, makes funds available to the NHDHR. The yearly funds available to the NHDHR from the Conservation License Plate Program depend on the annual revenues generated from new purchases and renewals of the “Moose Plate.”

The Application Process

The Conservation License Plate Grant program begins with submitting the Intent to Apply form. The Intent to Apply is a mandatory first step to determine an applicant’s eligibility and whether the proposed project will meet the grant program guidelines. An applicant’s Intent to Apply must be submitted and approved prior to completing a grant application.

All applicants that submit an Intent to Apply form that meets the program’s guidelines will be notified of their eligibility and are welcome to complete an application for funding.

The NHDHR’s Conservation License Plate Grant Intent to Apply Form is available on the NHDHR’s web page, <http://www.nh.gov/nhdhr/grants/moose/> or by sending an email request to Amy Dixon, Community Preservation Coordinator at amy.s.dixon@dncr.nh.gov.

In fairness to all applicants, incomplete applications or those received after the deadline will NOT be considered. Because these grants are made through the State of New Hampshire, the grant is subject to approval by the New Hampshire Attorney General's Office. Grants for \$10,000 or more also require Governor and Executive Council approval.

Completed applications will be evaluated by a committee comprised of NHDHR staff, representatives from other divisions within the Department of Natural and Cultural Resources, other State Agencies, and professionals in the field of preservation and/or archaeology.

Frequently Asked Questions

Who may apply?

Eligible applicants for the NHDHR's grant program include:

- New Hampshire state agencies
- New Hampshire county agencies
- Local municipalities
- Non-profit organizations [IRS Code 501(c)(3)] **operating in a publicly owned building**

Conservation License Plate grants are NOT open to for-profit organizations, federal government agencies, or private individuals.

What does the NHDHR Moose Plate Grant fund?

- Projects that demonstrate adherence to the [Secretary of the Interior Standards for the Treatment of Historic Properties](#).
- Preservation projects for publicly owned historic buildings, bridges, cemeteries and other historically significant resources that are eligible for, or listed to, the New Hampshire State Register of Historic Places or the National Register of Historic Places.
- Conservation, stabilization, and/or preservation of significant publicly owned archaeological sites.
- Projects that preserve historical properties owned by towns, cities, counties or by state agencies.
- Projects that do not request more than the \$20,000 grant maximum.

What is NOT eligible for NHDHR Moose Plate Grant funding?

- Projects for privately owned historic resources.
- Archaeological research.
- Engineering studies or reports.
- Preservation projects that do not demonstrate adherence to the Secretary of the Interior Standards.
- Applications from any organization submitting more than one Conservation License Plate Grant application to the Division of Historical Resources for a project or projects in a single grant cycle.
- Applications from any organization submitting Conservation License Plate Grant applications to more than one of the Department of Natural and Cultural Resources' divisions for the same project or projects in a single grant cycle.

- Work that has been begun or completed, in any part, prior to Division of Historical Resources Conservation License Plate grant award approval.
- Construction of new buildings.
- Acquisition of collections or historic sites.
- Conservation of collections.
- Reconstructing historic properties (recreating all or significant portions that no longer exist).
- Moving historic properties or work on moved historic properties that are no longer eligible for listing in the State or National Registers of Historic Places.
- Cash reserves, endowments, revolving funds, or fund-raising costs.
- Lobbying or advocacy activities.
- Administrative costs.

Is any preference given to first time applicants? Can I apply for a Moose Plate Grant if my organization has previously received a grant?

No preference will be given to first-time applicants or to previous recipients. Previous applicants or recipients may apply for additional funding or re-apply for an earlier grant proposal that was not funded. Phased projects will have an equal opportunity in each grant cycle, but they will not be guaranteed future funds because an initial phase(s) received an earlier grant. Each and every applicant's project is judged on its own merit during each grant cycle.

I think my project fits the objective of multiple Moose Plate grant programs; can I apply for funding from all of them?

In any given grant year, the applicant (a town, non-profit in a publicly owned building, county, or state agency) can only apply to ONE Department of Natural and Cultural Resources Division. **Applicants should apply to the appropriate Division whose eligibility requirements match their project activities.** Multiple applications from any of the above groups will not be considered for funding by the Department of Natural and Cultural Resources.

NOTE: "Project" is defined as an overall project, not several "sub-projects" that may be occurring within that same grant year, e.g. an historic building undergoing rehabilitation cannot apply for funds for two projects related to that rehabilitation.

How much money can I apply for from the NHDHR's Moose Plate Grant Program?

Grant requests shall not exceed \$20,000. No match is required.

How much grant funding do I know to ask for?

All applicants should make a good faith effort to contact contractors skilled in executing the type of work your organization needs completed. The application must include at least one estimate for the work proposed in the grant. These estimates must be attached to the grant application. The estimate included in the application does not have to be the contractor that you end up hiring. You should follow your community or organization's purchasing protocol.

My project will involve ground disturbance under or near a historic resource. Is archaeology a concern?

If ground disturbing activities are associated with your proposed project, the NHDHR must be contacted for comment on archaeological sensitivity during the project planning phase. Archaeological investigations may be necessary to meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and should be budgeted for. Funding for archaeology projects must be approved by the State Archaeologist or his/her designee and may not be used for background research.

You should complete and submit the [Checklist for Archaeological Sensitivity Technical Review](#) available on the DHR website before submitting your grant application.

What does the NHDHR consider a historic resource and how do I know if I have one?

Grant funds may be used to fund the preservation of significant **publicly owned** historic resources. Historic resources are buildings, structures, objects, sites, cultural landscapes, or contributing properties within historic districts that are either listed or have been determined to be eligible for listing to the New Hampshire State Register or National Register of Historic Places. Cemeteries are considered under this category.

A list of [National Register of Historic Places properties in New Hampshire](#) is available on the NHDHR website.

Properties listed to the [New Hampshire State Register of Historic Places](#) are also available on the NHDHR website.

If your property has not been listed to one of these above lists, but has previously had a Determination of Eligibility, you may apply for a Conservation License Plate grant if the property was determined eligible for either the State or National Registers. You may need to schedule an appointment with Tanya Krajcik to review NHDHR's files and to get a copy of this determination. Please email tanya.e.krajcik@dncr.nh.gov.

My property is not listed to either Register mentioned above and has not been determined eligible. What do I do now?

You must complete a New Hampshire Individual Inventory Form to request a Determination of Eligibility (DOE) from the NHDHR if your property is not listed to either the State or National Registers of Historic Places. For more information about completing the [Individual Inventory Form](#) please visit the NHDHR website or contact Megan Rupnik at megan.r.rupnik@dncr.nh.gov.

What are the criteria by which the review panel will use to evaluate projects?

The review panelists will judge the merits of the project by assessing the answers the applicant provides about the following:

- The history and significance of the resource

- What will be accomplished with the grant, and how these needs were identified
- How archaeological concerns will be addressed, if appropriate
- Identified and potential project partners
- Local support, both from elected officials and the community
- Applicant capacity
- Public access/use

If funded, how long does a community have to complete the project?

The project schedule assumes a start date no earlier than October 1 the year you apply. This date may change based on the receipt of Governor and Executive Council approval. Grantees have two (2) years to complete the project.

Submission Requirements

Email submissions should be sent to amy.s.dixon@dncr.nh.gov. Confirmation of the DHR's receipt of your application will be sent within one (1) business day. If you do not receive an email confirmation that your grant application was received, please contact Amy Dixon at 603-271-3485.

Late submissions will not be considered.

Grant Recipient Conditions

To protect the public's investment in the historic property or artifacts, grantees will be required to sign a standard State of New Hampshire Grant Agreement with the NHDHR that stipulates the terms and conditions of the grant and the responsibilities of each party. Grantees are asked to provide a copy of the municipality's Certificate of Insurance with proof of liability and workers' comp coverage. Grantees may also need to register as a vendor with the Department of Administrative Services. In addition, grantees will be required to prominently place a NHDHR-provided grant information sign on site or within the community throughout the project work period funded by this grant.

Secretary of the Interior's Standards for Rehabilitation

All projects must meet [*The Secretary of the Interior's Standards for Rehabilitation*](#). Applicants should familiarize themselves with the Standards and they should be shared with contractors who will be carrying out the work. All scopes of work and or plans will be reviewed by NHDHR staff for adherence to these Standards.

Payments

Payments to grantees shall be tied to the completion of project tasks as defined in the Grant Agreement with up to 50% of the award provided upon approval of the Grant Agreement and 50% retained until project completion. Receipt of payments from the State may take between 4-6 weeks and should be factored into the project schedule. The applicant may want to make sure they have funds to cover costs while reimbursement is pending or should make their contractors aware that the project is grant funded and payments may take longer.

Reporting

Grantees shall submit progress update reports to the NHDHR **every six (6) months** describing project status for the duration of the grant term. The first progress report shall demonstrate that measurable progress has been made. If measurable progress has not been made, the project will be reviewed by the NHDHR to determine whether funding through the Conservation License Plate Program should continue.

If a grantee's project is fully funded under this grant and the project develops cost over-runs as work progresses, a revised budget shall be submitted to the NHDHR detailing where or how additional funds will be attained to cover these expenses. Conservation License Plate grants are not available for project cost over-runs.

A final report must be submitted to the NHDHR when the project is completed as a condition to the release of the final payment. Please contact the NHDHR grants coordinator for information regarding the submission of the final report.

The NHDHR shall be responsible for assessing the grantee's compliance with the Grant Agreement and for reporting project results to the Legislature, the Governor, and the Executive Council.

OTHER CULTURAL CONSERVATION LICENSE PLATE GRANT INFORMATION

Three divisions of the New Hampshire Department of Natural and Cultural Resources (DNCR), offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DNCR divisions at the following web sites. Questions may be addressed to the agencies listed below. For all Moose License Plate grant programs visit: www.mooseplate.com

- **For Library-Related Projects**

New Hampshire State Library

<http://www.nh.gov/nhsl/services/librarians/moose/index.html>

Charles Shipman

telephone: 271-3302

email: charles.a.shipman@dncr.nh.gov

- **For Arts-Related Projects**

New Hampshire Council on the Arts

<http://www.nh.gov/nharts/grants/culturalconservation.htm>

Kayla Schweitzer

telephone: 271-0795

e-mail: kayla.m.schweitzer@dncr.nh.gov