

**GUIDELINES  
FY 2012-2013  
SAVE OUR HERITAGE GRANT  
CITY OF ST. JOSEPH, MISSOURI**

The City of St. Joseph offers a limited number of grants to save threatened historic properties and make them useful again. Approximately \$100,000 is appropriated annually for this purpose.

- Grants will only be awarded to projects which would not take place without City assistance.
- Applicants must demonstrate that a Save Our Heritage Grant can be expected to lead to an additional investment of at least 200% of the City's grant. Investment in cash, loans, and labor can be considered for the match. Work may be performed by contractors or by the applicant.

Priorities for Save Our Heritage Grants include threatened historic properties:

- Listed on the "Most Endangered Historic Properties List" as adopted by the St. Joseph Landmark Commission;
- Located within a Local Landmark District such as Museum Hill or Hall Street, or other historic property so designated by the City Council;
- Listed on the National Register of Historic Places, either individually or as a contributing building in a National Register district;
- Is the property located in the Downtown Precise Plan and at least 50 years of age?; and/or
- Other threatened properties eligible for designation as a Local Landmark.

Examples of projects or programs eligible for Save Our Heritage Grants include:

- Major repairs such as roofs, siding, re-pointing brick, floors, porches, electrical, and plumbing;
- Measures to protect properties from immediate damage from water, vandalism, and fire, including boarding up, re-roofing, and installing gutters and downspouts; and

Projects which are Local Landmarks or located within a Local Landmark District shall comply with *Design Guidelines for St. Joseph Historic Districts*. Other projects will be required to comply with the *Secretary of the Interior's Standards for Rehabilitation*. (Copies can be obtained from the City of St. Joseph.) Projects located within the Downtown Precise Plan Zone District are subject to compliance with the findings and conditions of the Downtown Review Board. All projects shall comply with applicable state and local codes.

The applicant will be required to sign a performance contract with the City of St. Joseph to insure that the project is completed as agreed upon.

The City reserves the right to vary from these guidelines as necessary in order to protect significant landmarks.

Questions about Historic Preservation Grants may be directed to:

Scott A. Des Planques  
City of St. Joseph  
1100 Frederick Ave., Room 101A  
St. Joseph, MO 64501

Phone (816) 271-4797  
FAX (816) 271-5365  
E-mail [sdesplanques@ci.st-joseph.mo.us](mailto:sdesplanques@ci.st-joseph.mo.us)

**APPLICATION  
SAVE OUR HERITAGE GRANT  
CITY OF ST. JOSEPH, MISSOURI**

Please complete and return the following application. Completed applications should be forwarded to:

Scott A. Des Planques  
City of St. Joseph  
1100 Frederick Ave., Room 101A  
St. Joseph, MO 64501

Phone (816) 271-4797  
FAX (816) 271-5365  
E-mail [sdesplanques@ci.st-joseph.mo.us](mailto:sdesplanques@ci.st-joseph.mo.us)

**APPLICANT INFORMATION**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ FAX \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPERTY/PROJECT INFORMATION**

Project address \_\_\_\_\_  
Project description (attach sheets as necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT COSTS**

**On an attached sheet, provide a detailed breakdown of project costs by category. Also indicate who will be completing all work and a timetable for completion of each phase.**

Requested grant amount \$ \_\_\_\_\_ Total project cost \$ \_\_\_\_\_

**PROJECT BENEFITS**

**On an attached sheet, provide an explanation as to how the grant will benefit this and adjoining properties, the neighborhood, and/or the community at large.**

Applicants must demonstrate that award of a Historic Preservation Emergency Grant will lead to at least 200% additional investment or match, either by the applicant or a third party. Investment in cash, property, or in-kind services may be considered.

**SIGNATURE**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

For office use only:

Date received \_\_\_\_\_ Eligible? \_\_\_\_\_ Committee recommendation \_\_\_\_\_

The information requested below must be notarized and received by the Historic Preservation Planner **no later than 5:00 PM June 29, 2012**. The applicant(s) further clarifies that he/she is the owner of the property described in the Save Our Heritage Grant (SOHG) application and agrees, after repairs are completed, to remain as owner(s) of the property for a period of two years from the date of completion of items listed in the SOHG contract Scope of Work and to maintain the property in accordance with the City of St. Joseph's property maintenance codes *Article: VII, Section: 7-351*.

NOTICE: Applications will NOT proceed without the following items:

1. Proof of ownership (shall be in the form of a RECORDED Warranty Deed, Quit Claim Deed or Deed of Trust).
2. Bank statements for the last quarter.
3. Line of credit statement from you bank showing you have funds to complete the project.
4. Signed attached form granting the City of St. Joseph to run a credit check.
5. Provide the City with all bids received for the project (minimum of three required).
6. Provide a timeline including phases in which you propose to finish your project, e.g. roof will be completed by October 15<sup>th</sup>, windows will be completed by January 15<sup>th</sup>, etc. this information will be included in the "Scope of Work" in the SOHG contract.
7. You will be required to retain all building material receipts for the project if you do the work yourselves.
8. If the work is contracted you will be required to retain all Invoices and receipts for the project.
9. If the application is for an organization of any type the applicant must provide Articles of Incorporation, Bylaws and proof that they have the authority to enter into a contractual agreement on behalf of the organization.
10. All projects must be complete enough to obtain a Certificate of Occupancy from the City of St. Joseph in the time frame agreed upon in the SOHG contract. Depending on the contracts "Scope of Work" for the project you may be allowed up to two (2) years from the date the SOHG contract was signed by the City Manager.
11. Should there be any unforeseen circumstances and you find that the project will not be completed in time you must request an extension in writing, before the end of the time frame agreed upon in the contract, from the Historic Preservation Planner

I/we the undersigned, have read and understand the above statements and hereby give the Community Development Division of the City of St. Joseph and its staff permission to obtain credit reports and verification of any information stated in your SOHG application. The applicant further declares the he/she does possess the legal and mental capacity to fully understand and execute the SOHG contract.

1). Printed Name: \_\_\_\_\_ / Date of Birth: \_\_/\_\_/\_\_

Signature: \_\_\_\_\_ / Date: \_\_/\_\_/\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

2). Printed Name: \_\_\_\_\_ / Date of Birth: \_\_/\_\_/\_\_

Signature: \_\_\_\_\_ / Date: \_\_/\_\_/\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_