

Las Vegas Centennial Commission Bricks and Mortar Grant Application

GUIDELINES AND ELIGIBILITY

Grants from the Las Vegas Centennial Commission (LVCC) Fund are intended to encourage preservation at the local level by providing funding to facilitate the education, commemoration, preservation and enhancement of historic resources in Las Vegas.

Funding Mechanism

The Las Vegas Centennial Commission was formed in 2003 to plan, organize, coordinate, and implement the activities, celebration and education associated with the City's Centennial. To commemorate the 1905 founding of the community of Las Vegas the state of Nevada authorized the production of a special license plate. The specialized plates feature the famous "Welcome to Fabulous Las Vegas" sign designed by Betty Whitehead Willis in 1959, which still stands in the median island south of Tropicana on the Strip. Proceeds from the sale of the license plate are available to fund community initiatives such as "historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures."

Eligible Applicants

Private, governmental, non-profit organizations and/or property owners of residential properties designated on the City of Las Vegas Historic Register are eligible to apply for Bricks and Mortar grants. Applicants who have received previous Centennial grants are eligible provided that all grant requirements are current; however, no more than one grant will be awarded to a single grantee in any one-year period from the date of the last approval.

Eligible Projects

Grants will be awarded to eligible applicants in accordance with NRS 482.3790 (5) and maximum dollar amounts for each designated category will be determined by the LVCC. The LVCC may adjust awards to meet specific emergency situations on a case-by-case basis. Each year's total appropriation amount will determine the amount that the LVCC allocates to each of the following categories:

- Historic Structure Preservation
- Historic Structure Rehabilitation & Restoration

Identify other projects / Buckets

Application and Review Process

This is an annual grant category. As applications arrive, each is reviewed for eligibility and completeness by LVCC staff. Those meeting the basic requirements will be scheduled for consideration by the Grant Review Committee. Successful applicants will be forwarded to the next available LVCC Board for consideration. Applicants will be notified of LVCC meeting dates and will be required to make a brief presentation, up to (5) five minutes and respond to questions.

Eligible Expenses

- Window repair or restoration to include appropriate weatherproofing or measures to increase energy efficiency;
- Restoration of missing or altered historic features;
- Removal of incompatible or non-historic features;
- And in rare cases, the purchase of land

Ineligible Expenses

- Planning to include architectural or engineering drawings, research, feasibility studies or documentation of work progress
- Governmental fees
- Legal, financing, leasing fees and/or expenses
- Purchase or repair of tools and equipment
- Taxes, delinquent loans and/or fines
- Sprinkler/fire suppression systems
- Interior work
- Paint, landscaping, hardscaping, fencing, lighting, furniture or signage
- HVAC, plumbing, electrical, work required for ADA compliance, security or alternative energy systems
- Expenses incurred prior to grant application
- Additions and/or new construction
- Staff salaries or any other salaries or stipends
- Per diems
- Mileage
- Benefits
- Food and beverage

Criteria

Grant recipients will be selected by considering the following criteria:

- The significance of the project or resource including long-term objectives
- The need for funding and urgency of the project
- The project's budget and applicant's proven ability to secure matching funds
- The project's timeline
- The sustainability and maintenance associated with the improvements
- The qualifications of the key personnel, including consultants, staff, etc.
- The demonstrated ability of the applicant to complete preservation projects

GRANT CONDITIONS

- ☐ The LVCC may award up to 50% of the total project costs. Applicants must be capable of matching the grant amount dollar-for-dollar. A cash match is required and may come from private or public sources. Matching dollars must be used to fund all eligible expenses listed below. Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match.
- ☐ The proposed property/building **must be listed on the city of Las Vegas Historic Property Register ["local register"]** prior to submitting an application. The property may be listed individually or may be a contributing or non-contributing property within a locally-designated historic district. The criteria, process and effects of historic designation are provided in the city of Las Vegas Unified Development Code, Chapter 19.10.150 HD-O Historic Designation Overlay District.
- ☐ The proposed project **must be approved by the City of Las Vegas Historic Preservation Commission** prior to submitting the application to the Centennial Commission.
- ☐ The property must be free of all liens with the exception of mortgage liens.

- ☐ The property must not have any open code enforcement cases.
- ☐ A Performance Bond or personal guaranty will be required for grant funding over \$xxxxx
- ☐ State Historic Preservation Office concurrence if applicable.
- ☐ Projects must meet the design guidelines applicable to the resource and complete project work in conformance with submitted visual and/or design specifications. For example, projects for homes within the John S. Park Neighborhood Historic District must comply with the adopted John S. Park Neighborhood Historic District Design Guidelines. The HPO will provide applicable design guidelines to applicants prior to application submittal.
- ☐ Grant recipients must report any changes made to the project scope during the duration of the grant.
- ☐ Grant recipients must obtain all necessary approvals and permits from the City of Las Vegas Historic Preservation Commission and both Departments of Planning and Building & Safety prior to project commencement. An application for a Certificate of Appropriateness from the HPC may be submitted concurrently with the grant application and prior to the permit application process.
- ☐ Grant recipients must schedule one meeting with the City's Historic Preservation Office and the contractor at the Department of Planning to discuss the project scope.
- ☐ Grant recipients must sign the grant contract and covenant and maintenance agreement within 30 days of award to ensure that after the grant-assisted work is completed, the owner(s) will maintain the premises for a minimum of five years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for historic designation.
- ☐ Grant recipients must use licensed and bonded contractors only. The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is best qualified to perform the Scope of Work and is not required to select the lowest bid.
- ☐ Grant projects must begin within six months of award date. Failure to begin the project in this time frame may result in the cancellation of the grant.
- ☐ Grant projects must be completed within 12 months from the date funds are awarded to the applicant. Funds are disbursed as a reimbursement to the applicant.
- ☐ Grant recipients must be able to manage the grant and to account for expenditure of funds according to the Centennial Commission's fiscal requirements which will be distributed to awardees upon grant award.
- ☐ Grant recipients must include appropriate acknowledgement of Centennial Commission financial support in all printed materials generated for the project.
- ☐ Grant recipients are required to provide quarterly progress reports. Within one year from the grant award date, a final report and financial accounting (with accompanying receipts and documentation) of the expenditure of the grant must be submitted. A final report form will be provided. Grant funds will be dispersed after a site inspection of approved work. If the project is not completed in accordance with the contract, the grant funds will not be dispersed.
- ☐ The applicant must be able to meet all reporting requirements.
- ☐ All work must apply to areas already within the purview of the Historic Preservation Commission which is limited to work that requires a building permit and that can be seen from the public right-of-way (viewable from the street) What does this mean?

BRICKS AND MORTAR GRANT APPLICATION FORM

Name of Organization (if applicable): _____

Organization's Website Address: _____
Authorizing Official, (this is someone who is legally authorized to contract on behalf of your organization (i.e. Board President; Executive Director): _____
Authorizing Official Title:
Authorizing Official Address:
AO Phone:
AO Email:

Primary Contact Information (this is the person who will be the project's main point of contact):
Primary Contact Title:
PC Address:
PC Phone:
PC Email:

Project Name:

Project Address:

Contributing ☐ or non-contributing ☐ property within an historic district? ☐ N/A

Assessor's Parcel Number:

Age of Structure (Inclusion on national and/or State register?):

Zoning:

Narrative Questions

Please provide a compelling narrative that is clear and succinct in its description of your request.

1. Provide a concise description of your project's objectives and timelines. Include any prior work completed, the specific location on the building will be affected and what materials will be used in the rehabilitation work. For example, "Wood siding will be glued to repair or replace deteriorated original wood siding on the front façade." Reference the site plans and elevations. Also, include what specific project elements will Centennial funds support?
2. Detail the significance of the project or resource based on its cultural, historic, architectural and archaeological quality and significance to the community.
3. Include a listing of project partners, if relevant. List other funding sources, committed and applied for as part of project budget.
4. Provide a brief statement of your organization's history and activities. Include your experience successfully managing grants and preservation projects. Include information on any grants previously applied for from the Centennial Commission (amount of funding received; project title; date).
5. List key project personnel, including consultants, and briefly describe their responsibilities and qualifications.

6. Provide any known project limitations that may affect the project timeline or success (i.e. asbestos; drainage; physical and structural concerns). Include plans for continued project funding and/or maintenance and potential for long-term sustainability and success.
7. Provide sustainability plans for financing the operation and/or maintenance of the project at the conclusion of the grant.

PROPOSED PROJECT BUDGET

Personnel (List by type of labor and include hourly rates of all individuals working on the grant project). Include salaries & wages, payroll taxes and benefits and professional services.

Expense Description	Total Amount	Grant Request

Project Supplies & Materials (At least two (2) competitive bids must be obtained for any procurement of services that exceed \$50,000. Justifications must be provided for all sole source procurements).

Expense Description	Total Amount	Grant Request

Contracted Services (Describe and attach subcontractor estimates including design/engineering).

Expense Description	Total Amount	Grant Request

Revenue (Include all sources of project support including grant awards, private support, corporate support and LVCC grant request).

Revenue Description	Total Amount
LVCC Grant Request	

To indicate your agreement, please initial each item below, sign and return with your application:

- _____ I certify that the information contained in this application is true and correct to the best of my knowledge and that any error may affect its review and approval.
- _____ I declare that I have reviewed, understand and will abide by the grant guidelines and requirements and am submitting this application in accordance with that guide.
- _____ I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the City.
- _____ I understand I will be required to sign the terms of the Preservation & Maintenance Agreement within thirty (30) days of project approval by the Commission for the Las Vegas Centennial.
- _____ I hereby authorize employees of the City of Las Vegas Departments of Planning and Building and Safety and members of the Commission to enter the property after appropriate notification for the purposes of inspecting the work included in this grant request.
- _____ If my grant is funded, I hereby authorize the Commission and the City of Las Vegas to use information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project.

Primary Contact Name & Title (printed)

Primary Contact Signature & Date

Authorizing Official Name & Title

Authorizing Official Signature & Date

SUBMITTAL CHECKLIST

- ☐ One completed notarized hard copy of the LVCC Grant application, which includes a budget section that outlines proposed expenses and revenue for the project.
- ☐ One electronic copy of completed, signed and notarized Grant Application.
- ☐ A list of the applicant's current board of directors (nonprofit organizations).
- ☐ Applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations).
- ☐ **Proof of property ownership and construction date** in the form of a print out from the Clark County Assessors website.
- ☐ **Site Plan:** Drawings need not be professional, but should be correct in scale, include a north arrow, and be sufficiently detailed to indicate the scope of work to be implemented. All applications must include a site plan regardless of the work proposed. A site plan consists of:
 - Location of property lines, streets, alleys and easements;
 - An outline or "footprint" of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guesthouse and other outbuildings);
 - Location of driveways, sidewalks, swimming pools, fences and walls; and
 - Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan using numbers or letters consistent with the written scope of work).

- ☐ **Elevations:** Line drawings of the exterior elements of the building showing the location and size of windows, doors, archways or other openings in the exterior walls and the roof configuration as necessary to the project scope.
- ☐ **Archival Documents:** If you are proposing to reconstruct or replicate a structure or feature, include documentation of its original appearance such as original plans or footprints, historic photographs or contemporary photo documentation showing evidence of the original structure or feature.
- ☐ **Engineer's Report:** If you are proposing structural work to the foundation, exterior walls or roof you must attach an independent engineer's report attesting to the problem and the recommended repair(s).
- ☐ Asbestos-Containing Materials Survey
- ☐ **Photographs:** Include color photographs of the current condition of the building as well as the locations of proposed work.
- ☐ **Manufacturer's brochures (if applicable).**
- ☐ **Cost Estimates/Proposals:** The contractor's license number is required to be included on the cost estimates/proposals.
- ☐ Provide two original itemized cost estimates/proposals for each item of the work proposed. The exception to this requirement is in the case of a sole source. A sole source is applicable when only one contractor is qualified to perform the work.
- ☐ Each cost estimate/proposal shall be itemized, comparable and for the same type of product and/or scope of work, and shall be on the letterhead of the contractor providing the cost estimate. Cost estimates/ proposals shall include material types, size of area(s) or quantity of materials to be used for all components of work.

Original and signed applications may be emailed as a PDF or mailed to:

Esther Reincke
 Commission for the Las Vegas Centennial | Executive Director
 City Hall
 495 South Main
 Las Vegas, NV 89101
 P: (702) 229-6672
 F: (702) 464-5754
 Email: ereincke@lasvegasnevada.gov

FOR HISTORIC PRESERVATION COMMISSION QUESTIONS:

Courtney Mooney, AICP
 Urban Design Coordinator | Historic Preservation Officer
 City of Las Vegas
 Department of Planning
 333 N. Rancho Drive, Floor 3
 Las Vegas, Nevada 89106
 P: (702)229.5260
 F: (702)474.7463
 Email: cmooney@lasvegasnevada.gov

Las Vegas Centennial Commission Grant Application

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Eligible Applicants

Private, governmental, non-profit organizations and/or property owners of residential properties designated on the City of Las Vegas Historic Register are eligible to apply for Bricks and Mortar grants. Applicants who have received previous Centennial grants are eligible provided that all grant requirements are current.

Eligibility Criteria

Applicant must meet the following criteria to be eligible for grant funds. Ability to meet the criteria does not guarantee funding, and does not determine the distribution or level of awards. The Commission reserves the right to consider subsequent testimony and discussions, after which it discusses and adjusts distribution of funds.

Projects must promote or preserve some historic feature of Las Vegas through one of more of the following:

- Project will commemorate the history of the city of Las Vegas
- Project promotes cultural heritage tourism in Las Vegas
- Project demonstrates community participation as a component of historic neighborhood revitalization
- Project will supplement training and education in the classroom pertaining to historic preservation
- Project will increase overall public awareness of historic preservation methods and concepts
- The historic facility or program supported by the grant will be available to a broad base of the community

Typical Categories Funded

The typical category of eligible projects and previous examples of funded efforts by the LVCC are:

- Museum / Art Exhibits
 - Mob Museum Exhibits
 - Las Vegas Springs Preserve Historical Photo Exhibit
 - Clark County Museum Exhibits

Rev: 3/29/17

Submitted At Meeting

Date 3/29/17 Item 11

- Oral / Print / Video History
 - Film – City Within a City
 - John S. Park Oral History
 - Book – 72 Years in Las Vegas History
- Education Curriculum
 - Educational Outreach Program – Mob Museum
 - Historical / Cultural Maps – Outside Las Vegas Foundation
 - Educational Tours of 18B Arts District – Artztogo Tours
- Conservation / Preservation
 - Neon Signs on Sticks
 - Stardust Hotel Sign Rehab
 - Historical Markers

GRANT CONDITIONS

Required Criteria

- Grant projects must begin within six month of award date. Failure to begin the project in this timeframe may result in the cancellation of the grant
- Grant projects must be completed within twelve (12) months from the date funds are awarded to the applicant. Funds are disbursed as a reimbursement to the applicant
- Grant recipients must be able to manage the grant and to account for expenditure of the funds according to the Centennial Commission's fiscal requirements which will be distributed to awardees upon grant award
- The applicant must be able to complete the funded phase of a project within budget
- The applicant should demonstrate the ability to use additional resources, including donations of goods and services, in a creative manner to complete the project should they not receive the entire grant amount requested
- Grant recipients must include appropriate acknowledgement of Centennial Commission financial support in all printed or produced materials generated for the project
- Grant recipients are required to provide quarterly progress reports. Within one year from the grant award date, a final report and financial accounting (with accompanying receipts and documentation) of the expenditure of the grant must be submitted. A final report form will be provided. Grant funds will be dispersed upon request, if applicable. If the project is not completed in accordance with the contract, the grant funds will not be dispersed
- The applicant must be able to meet all reporting requirements
- When appropriate the final product must demonstrate sustainability and the ability to be maintained so that the public can enjoy it in the future.
- All grantees must agree to participate in the annual May celebration of National Historic Preservation Month if asked. For example, if the project includes a tour of a historic property that received funds from the History grant program, the city may distribute brochures inviting the public to participate in the tour
- Grant recipients must sign both the Grant Contract, and the Covenant and Maintenance agreement within 30 days of award to ensure that after the grant-assisted work is completed, items must be maintained for a minimum of five (5) years so as to preserve the historical significance and integrity of said project

APPLICATION AND REVIEW PROCESS

This is an annual grant category. As applications arrive, each is reviewed for eligibility and completeness by LVCC staff. Those meeting the basic requirements will be scheduled for consideration by the Grant Review Committee. Successful applicants will be forwarded to the next available LVCC Board for consideration. Applicants will be notified of LVCC meeting dates and will be required to make a brief presentation, up to (5) five minutes and respond to questions.

Grant recipients will be selected by considering the following criteria:

- The significance of the project or resource including long-term objectives
- The need for funding and urgency of the project
- The project's budget and applicant's proven ability to secure matching funds
- The project's timeline
- The sustainability and maintenance associated with the improvements
- The qualifications of the key personnel, including consultants, staff, etc.
- The demonstrated ability of the applicant to complete preservation projects

Restrictions and Requirements

Allowable Costs

1. Publishing
2. Archive
3. Research
4. Interviews
5. Documentation
6. Lectures
7. Historic resource survey and inventory
8. Salary for project manager only, not to exceed \$30/hour

Unallowable Costs

1. Mileage
2. Landscape improvements
3. Per diems
4. Benefits
5. Mortgage notes, insurance policies and so forth
6. Planning costs/internal meetings
7. Food and beverage
8. Furnishings or anything that can be easily removed from the building. Examples include curtains, speaker systems, chairs, tables, etc.
9. Staff salaries or any other salaries or stipends

In-Progress Project Requirements

If awarded a Centennial grant, grantees are required to:

1. Report any changes made to the project scope or project during the duration of the grant
2. Complete project work in conformation with submitted visual and/or written specifications
3. Provide the Commission with quarterly financial reports and progress updates on the project
4. Allow the Commission full access to all documents necessary for a comprehensive audit
5. Notify the Commission when there are fundamental changes to your organization's programming, structure, or leadership

6. Upon completion of the project, grantees must present to the Commission, within thirty (30) days, proof of completion. Proof can be made in the form of, but not limited to a presentation to the Commission, photographs, video, or a site visit. In the case of a publication two (2) copies of the final product, whether in CD or printed form, must be received by the Commission for the Las Vegas Centennial within thirty (30) days of completion

Publishing Guidelines

The Commission looks for work that appeals to an informed general audience; gives evidence of high standards in editing, design, and production; promises a reasonable shelf life; might not otherwise achieve top quality or even come into being; and represents a contribution without which we would be the poorer. Book proposals for which a university press or trade publisher is already vomited and for which there is a feasible distribution plan are usually preferred.

- Published materials must be made available to the public free of charge.
- Priority will be given to nonfiction material related to the prehistory and history of the city of Las Vegas.
- Author(s) of proposed work, or an editor(s) of selected works, must be a scholar of history, historic architecture, historic structures, historic preservation or archaeology. Normally, a scholar has an advanced degree (M.A. or Ph.D) in one of these fields or a related field. Exceptional knowledge and experience in a particular area may substitute for an advanced degree in some cases.
- A brief biography of the author(s) or editor(s) is required to explain how their expertise is relevant to the project.

Visual Art Funding Criteria

Responsible ownership of art requires a commitment of resources to conserve and protect it. It is LVCC's policy to fund art only if: the work has artistic and historical merit; a suitable location is available; and the grantee has arranged for costs of installation of the donated work(s) and conservation for up to ten years.

The task of identifying suitable locations falls to the grantee and must be approved by the LVCC. In doing this, the grantee must take into consideration the durability of the materials used by the artist; the nature, size and configuration of the work(s); and the sizes, configurations, intended uses and risk factors of various available locations. Visibility and public access: Commissioned art shall be placed where it may be appreciated by a large number of people.

Public Safety: Sites will be evaluated for safety issues in connection with possible art placement, and all works of art shall be evaluated to ensure that they comply with all permitting requirements.

Cultural Significance: A site may be chosen because of its historic role in the community and/or its significance to a particular group or neighborhood in the City.

Function and uses of the site: Potential art must not conflict with the functions of the site at which it is placed.

Future development plans: Art must not be placed to conflict with possible future development.

Permanence: Proposed permanent works shall be evaluated for resistance to theft, vandalism, weathering and excessive maintenance and repair costs. Temporary works, designed for a set period, may also be commissioned.

Media: All media may be considered for a project. Works may be portable, permanently affixed or incorporated into the design and or function of a public space or building. These details will often be determined in advance and included in the call for artists; in other cases artists may be asked to propose media and applications.

Intellectual Property

The LVCC recognizes the importance to artists and owners of artwork of intellectual property rights and wants to preserve those rights for artists to the extent practicable.

Copyright: The artist will retain all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of a work funded or commissioned by LVCC for the duration of the copyright. The duration of the copyright in the United States is currently the life of the author plus seventy (70) years. Title to the artwork passes to the LVCC upon its written acceptance of and payment for the work; copyright belongs to and remains with the artist.

Although the LVCC may “own” a work of art, the artist who created the work owns the copyright to the work of art, including all ways in which the work is represented, other than in situ. Artists may wish to register their copyright with the Federal government. The LVCC will not request that artists waive or share any of their legal copyright privileges as defined and awarded by the Federal government.

Visual Artists Rights Act of 1990 (VARA): In cases where the art is integrated (building, landscape, infrastructure, etc.), LVCC may ask the artist to waive VARA rights.

Rights to Reproduce the Work: The artist and LVCC must each agree to the right to reproduce the artwork in any and all forms. Typically, artists grant the LVCC license to make two-dimensional reproductions of the work for non-commercial and educational purposes. The LVCC in turn agrees to include a credit to the artist and a notice of copyright on all such reproductions.

Documentation of Public Art: All public art commissioned under the LVCC Fund shall be documented in writing, in photographs, and in other media that may seem appropriate. As the purposes of the LVCC is to encourage preservation at the local level to facilitate the education, commemoration, preservation and enhancement of historic resources in Las Vegas, documentation through photography and other media will be made available as widely as possible, through the LVCC's websites, and in other appropriate media.

Removal of Public Art: Because the LVCC is responsible for funding, and because the disposal of artworks may have serious implications, removing a work of art from public view should be a deliberate and seldom-used procedure.

A work of art may be considered for removal for one or more of the following reasons and must receive concurrence from the LVCC:

- The site has become inappropriate; for example, it is no longer publicly accessible, or the physical setting is to be destroyed.
- The work is fraudulent or not authentic.
- The work possesses faults of design or workmanship.
- The work requires excessive or unreasonable maintenance.
- The work is damaged irreparably, or to an extent where repair is unreasonable or impractical.
- The work represents a physical threat to public safety.

- The artist has requested removal in writing and the request receives the concurrence of the LVCC.
- The work of art has received documented and consistent adverse public reaction from a measurably large number of individuals and/or organizations over a period of 3 or more years that surpasses the benefit of the art, and the LVCC agrees that the work should be removed.

In any such cases the artist or her heirs must be notified and allowed to comment when removal is considered. The decision to dispose of a work of art must be approved by the LVCC.

Mandatory Disclaimer for Grant Funded Projects: All final grant funded products must include the following disclaimer in some form before awardees can be reimbursed.

"This product has been financed in whole or in part with funds from the Commission for the Las Vegas Centennial. The contents and opinions, however, do not necessarily reflect the views or policies of the city of Las Vegas, nor does the Commission for the Las Vegas Centennial guarantee the historical accuracy of the content of grant funded projects."

GRANT APPLICATION FORM

The application form is composed of four (4) parts:

Part I is the **Application Cover Page**. This provides the Commission with a quick and concise overview of who is proposing the project, where it is located, what it intends to achieve, and how much it will cost.

Part II is the **Grant Description** section and should describe your project in detail.

This section must contain specific information on the historical significance of the subject matter as it relates to Las Vegas, and a project scope that defines how the project is to be executed and, if applicable the actual building rehabilitation and future operation of the building.

Part III is the **Proposed Budget** section. A **detailed** project budget is necessary to provide the Commission with information needed to evaluate applications. In addition, this information may be used at a later date, in preparation of funding agreements between the Commission and the awardees.

Matching funds from other sources, while not mandatory, are highly encouraged. The applicant budget must provide the breakdown of any outside funding and the requested grant amount. It should be broken down by category and must provide an itemized listing for each category. Applicants may use the enclosed sample budget form or an alternative budget of their choice, so long as it precisely and clearly expresses the budget. Legible spreadsheets are encouraged.

Part IV is the **Additional Required Documents** section. Part IV lists all required supplemental documentation, including a copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. *A single copy of the audit report is adequate and should be included with the original signed application.* **Applicants must provide all required documents or detailed explanations of why they are not applicable.**

PART I. Application Cover Page

The cover page should provide a concise overview of the project, intentions, cost, and how it ties into the Centennial Commission eligibility requirements as described at the beginning of this document.

Cover page should also include:

- Name of Organization
- Authorizing Official (legally authorized to contract on behalf of your organization i.e. Board President, Executive Director)
- Authorizing Official Title
- Authorizing Official Address
- Authorizing Official Phone
- Authorizing Official Email
- Primary Contact (Project's main point of contact)
- Primary Contact Title
- Primary Contact Address
- Primary Contact Phone
- Primary Contact Email
- Project Name
- Project Address

PART II. Grant Description / Narrative Questions

Please provide a compelling narrative that is clear and succinct in its description of your request.

1. Provide a concise description of your project's objectives and timelines.
2. Detail the significance of the project based on its cultural, historic, architectural and/or archaeological quality and significance to the community.
3. Include a listing of project partners, if relevant. List other funding sources, committed and applied for as part of project budget.
4. Describe how the funds will be used.
5. Provide a brief statement of your organization's history and activities. Include your experience successfully managing grants and/or preservation projects. Include information on any grants previously applied for from the Centennial Commission (amount of funding requested, received, project title, date).
6. List key project personnel, including consultants, and briefly describe their responsibilities and qualifications.
7. Describe what the key activities and associated timeline for your plan.
8. If the project is to be phased, please describe each phase.

9. If applicable, please provide any known project limitations that may affect the project timeline or success. Include plans for continued project funding and/or maintenance and potential for long-term sustainability and success.
10. If applicable, please provide sustainability plans for financing the operation and/or maintenance of the project at the conclusion of the grant.
11. Describe the final product resulting from your project. Please provide one copy of any collateral material produced by your project that helps archive progress and achievement.

PART III. Budget Worksheet

A detailed budget is required for this grant. Please include all items associated with the project and which will be funded by the grant or other sources of funding. A sample of the areas of focus is below.

Sample budget form:

1. **Project Manager Salary (not to exceed \$30/hour)**

Total \$ _____

2. **Supplies**

\$ _____
\$ _____
\$ _____

Total \$ _____

3. **Services**

\$ _____
\$ _____
\$ _____

Total \$ _____

4. **Match/In-Kind Services**

\$ _____
\$ _____
\$ _____

Total \$ _____

5. **Other Funding Sources**

\$ _____
\$ _____
\$ _____

Total \$ _____

Total Project Cost \$ _____

PART IV. Additional Required Documents

Please attach all required supplemental documentation, including a copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. **If application is being submitted by an individual, or items are not applicable for any reason, please describe in detail below.**

- 1.) Your organization's mission statement.
- 2.) Your organization's current budget.
- 3.) Your organization's current projects.
- 4.) Resumes of principal personnel for the organization.
- 5.) Your organization's long-range plan.
- 6.) Your organization's proof of 501(c)3 filing status with tax ID number.
- 7.) Your organizations' most recent audit report (no older than 36 months) along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings.
- 8.) Signed Civil Rights Assurance.
- 9.) If the project involves publishing of written materials, please attach a brief biography of the author(s) or editor(s) to explain how their expertise is relevant to the project.

Statement of non-applicability

If my grant is funded, I hereby agree to all requirements stated above, and authorize the Commission to utilize information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project. Parental/Guardian consent will be obtained for the use of any name and/or image of children in completed legacies.

Signature

Date

Signature of Supervisor (where required)

Date

To indicate your agreement, please initial each item below, sign and return with your application:

- _____ I certify that the information contained in this application is true and correct to the best of my knowledge and that any error may affect its review and approval.
- _____ I declare that I have reviewed, understand and will abide by the grant guidelines and requirements and am submitting this application in accordance with that guide.
- _____ I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent from the Centennial Commission.
- _____ I understand I will be required to sign the terms of the Preservation & Maintenance Agreement within thirty (30) days of project approval by the Commission for the Las Vegas Centennial.
- _____ If my grant is funded, I hereby authorize the Commission and the City of Las Vegas to use information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project.

Primary Contact Name & Title (printed)

Primary Contact Signature & Date

Authorizing Official Name & Title

Authorizing Official Signature & Date

SUBMITTAL CHECKLIST

- ☐ One completed notarized hard copy of the LVCC Grant application, which includes a cover page, grant description, and a budget section that outlines proposed expenses and revenue for the project.
- ☐ One electronic copy of completed, signed and notarized Grant Application.
- ☐ A list of the applicant's current board of directors (nonprofit organizations).
- ☐ Applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations).
- ☐ Copy of local and state business license
- ☐ Copy of audit report
- ☐ Details of the organization (mission statement, list of current projects, resumes, signed civil rights assurance document, and bio's for authors if applicable)
- ☐ **Cost Estimates/Proposals:** The contractor's license number is required to be included on the cost estimates/proposals.
- ☐ Provide two original itemized cost estimates/proposals for each item of the work proposed. The exception to this requirement is in the case of a sole source. A sole source is applicable when only one contractor is qualified to perform the work.

- ☐ Each cost estimate/proposal shall be itemized, comparable and for the same type of product and/or scope of work, and shall be on the letterhead of the contractor providing the cost estimate. Cost estimates/ proposals shall include material types, size of area(s) or quantity of materials to be used for all components of work.

Original and signed applications may be emailed as a PDF or mailed to:

Esther Reincke
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495 South Main
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FOR HISTORIC PRESERVATION COMMISSION QUESTIONS:

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Urban Design Coordinator | Historic Preservation Officer
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