

# **Friends of Old Annville**

## **Grant Assistance Program**

### Overview

The Grant Assistance Program is designed to assist property owners (private residences and independent business owners) within the Annville Historic District and National Register of Historical Places designated areas of Annville Township, Pennsylvania, who want to preserve the historic exterior appearance of their building. The program is sponsored by the *Friends of Old Annville* in an effort to encourage property owners to maintain, preserve and rehabilitate their historic properties. The program will focus on the façade of the property, which means the exterior structure that is visible to the street and the public view.

Each year, the Board of Directors of Friends of Old Annville will decide the amount that the organization can allocate to the Grant Assistance Program. The Board will announce the availability of the grants and then receive grant applications during a specified period. After the application deadline, a Special Committee of the Friends of Old Annville will decide which application or applications to grant. The amount of the grant or grants will be determined by the Special Committee. The Special Committee could decide to make one grant per year or several smaller grants.

**For the calendar year 2009**, Friends of Old Annville will conduct a **pilot program** for the Grant Assistance Program, which will focus on the **West End of Main Street** in the Annville Historical District (**934 to the Quittee**). The pilot program will be announced in January, 2009, and applications will be due by June 1, 2009. Since this is a pilot project, feedback from applicants is strongly encouraged. The size of the award could range from \$500.00 to \$4,000.00.

All awards by the Friends of Old Annville will be grants. Repayment of the funds is not required. The grant will be paid directly to the contractor once the improvements are completed. Applicants are required to obtain quotes or cost estimates from two different contractors prior to the grant application. The grant assistance program will also accept applications for self-improvements by the property owner (The application must itemize the cost of materials). If the applicant sells the property prior to the completion of the improvement, the grant will be revoked.

Prior to submitting the grant application, the property owner must obtain a Certificate of Appropriateness from the Historical Architectural Review Board (HARB) and Board of Commissioners of Annville Township.

Once the grant is awarded and the proposed improvements are completed, a member of the Special Committee of Friends of Old Annville will inspect the work for completion. Following a satisfactory inspection, Friends of Old Annville will issue a check to the contractor for the amount of the grant only. In the case of self-improvements, the property owner will receive a check for the amount of the grant only. The work must be completed before the end of the calendar year.

## **Criteria for Selection:**

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The Friends of Old Annville Special Committee will evaluate each application on the following criteria. Each criteria will be assigned a rating number on a 1 to 5 scale with 1 being the lowest score and 5 being the highest score. A cumulative number will then be assigned.

- Most Bang for Buck:** The factors include the scope of the project. Are the improvements a significant undertaking vs. a paint job? What is the proportion or ratio of FOOA funds to total dollars being spent? What is the degree of permanent improvement and/or visual impact?
- Architectural Significance of Property:** Is it a home or property that, with the improvements proposed, can be, at most, “neatened-up”, or does the property warrant greater consideration by virtue of design, history, and/or structure? Preference will be given for improvements that represent the historical character of the property.
- Visibility:** Will enhancement of the property have any significant impact upon its surrounding neighborhood and historic Annville? Is the property in a particular position of prominence in its locale? Preference will be given to a historically accurate color scheme.
- Need for Enhancement/ Properties/Features at Risk:** Is the property in greater or lesser need of renovation to preserve original features or to eliminate blight? Will funds aid in saving a property or its notable architectural elements?
- Structural vs. Cosmetic:** Will the improvements to be undertaken be of greater lasting value to secure the integrity of the property or will they be temporary cosmetic touches? Preference for natural or natural like materials and the preservation of historical type materials unique to the property will be given.
- Cooperative Projects:** Targeting double or contiguous properties. Will funding allow for unification, or complementary appearance? This might involve two property owners sharing in an application, or one seeking to harmonize with an adjacent building.

**Friends of Old Annville**

**Grant Assistance Program**  
**Property Owner's Application Form**

**Property Owner Information**

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Owner occupied or by tenant or tenants \_\_\_\_\_

**Property Information**

For any proposed work to be covered by the Grant Assistance program, the property owner must obtain cost estimates from at least *TWO different contractors*. Self-improvements by the property owner must include an itemize cost list of materials.

**Proposed Alterations:**

Description of alterations proposed - list each item separately

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

[Use additional sheets to complete description if required.]

**Contractor Information**

Business Name/DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Written description of alterations, specifying methods and materials to be used.**

*The contractor may attach letterhead with work write-up, quote or spec sheet if desired.*

Time frame for completion of alterations as specified:

The Property Owner and the contractor understand that a grant provided through this Grant Assistance Program will be paid directly to the contractor upon satisfactory completion of the project.\* The contractor should submit the final bill to the property owner, indicating any deposit or partial payment already made by owner. The property owner should then contact the Special Committee of Friends of Old Annville, indicating that the work has been completed. Upon inspection of the work, the Friends of Old Annville will send a check to the contractor for the amount of the grant only.

\* **Satisfactory completion means complying with any specified conditions per HARB standards. A copy of the HARB Certificate of Appropriateness must be attached to the application.**

The applicant must be able to provide proof of ownership of the property where alterations are proposed. The applicant must also agree to retain ownership of said property until the improvements are completed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Award Information**

*For Friends of Old Annville Use Only:*

Is there any conflict of interest within the Special Committee related to this application? \_\_\_\_\_

Final score from the Criteria Sheet \_\_\_\_\_

Amount to be paid by Applicant: \_\_\_\_\_

Amount to be paid through Grant Assistance  
Program to the Contractor: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Approved: Yes \_\_\_\_ No \_\_\_\_

FOOA President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: