



STATE OF NEW HAMPSHIRE, DEPARTMENT OF CULTURAL RESOURCES  
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## CONSERVATION LICENSE PLATE GRANT PROGRAM

### APPLICATION INFORMATION AND INSTRUCTIONS

### APPLICATION DUE DATE: MARCH 27, 2009

#### **Funding Source and Purpose**

The New Hampshire Division of Historical Resources (DHR) provides grants under the Conservation License Plate Program, commonly called the “Moose Plate” program, for the conservation and preservation of significant **publicly owned** historic resources or artifacts 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](http://www.mooseplate.com) ). A portion of the funds raised each year from the sale and renewal of the Conservation License Plate Program is allocated to the Department of Cultural Resources which, in turn, makes funds available to the DHR. The yearly funds available to the DHR from the Conservation License Plate Program depend on the annual revenues generated from new purchases and renewals of the “Moose Plate.”

Copies of the DHR’s Conservation License Plate Grant Application and Instructions are available from the DHR by direct mail request, by e-mail, or by downloading the forms from the DHR’s web page, <http://www.nh.gov/nhdhr/grants/moose/>. Please send e-mail requests for application materials to the DHR at [preservation@dcr.nh.gov](mailto:preservation@dcr.nh.gov) .

**Typed or computer printed applications are required. Handwritten applications will NOT be accepted. Please send 1 original and 4 copies of your application. *Do NOT bind your application with anything other than a binder clip or staples. Three ring binders or other methods of binding your materials are often cumbersome and will not fit into a file folder.***

Applications must be submitted to the DHR on or before 4:00 PM, **Friday, March 27, 2009**, and will be evaluated by a committee comprised of DHR staff, representatives from other divisions

within the Department of Cultural Resources, as needed, and representatives from the State Historical Resources Council.

***In fairness to all applicants, incomplete applications or those received after the deadline will NOT be considered.*** Because the grants are made through the State of New Hampshire, the DHR's approval of a grant application is subject to approvals by the New Hampshire Attorney General's Office and the Governor and Executive Council.

### **Application Instructions:**

#### **1. Applicant: Who May Apply**

Eligible applicants for the DHR's grant program include:

- New Hampshire state agencies
- New Hampshire county agencies
- Local municipalities
- Non-profit organizations [IRS Code 501(c)(3)]

**The DHR's grants are NOT open to for-profit organizations, federal government agencies, or private individuals.**

List the applicant's name and address. Provide a contact name and telephone number. An e-mail address is helpful. 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.

***Eligible applicants may submit only one (1) grant request to the DHR for a Conservation License Plate Grant during the 2009 funding cycle***

#### **2. Project Title: Eligible Projects**

**Projects must involve publicly owned and publicly accessible** historic properties or artifacts that contribute to New Hampshire's cultural heritage. In question 2, provide a brief Project name, and the address of the Project location.

#### **3. Grant Category (check only one) Projects must involve publicly owned and publicly accessible** historic properties or artifacts that contribute to New Hampshire's cultural heritage. *In question 3, check only one applicable grant category.*

**CATEGORY A:** The DHR will accept grant applications that fund the preservation of significant *publicly owned* historic resources. Historic resources are buildings, structures, objects, sites, designed landscapes, or contributing properties within historic districts that are either listed or have been formally determined to be eligible for listing in the National Register of Historic Places or in the New Hampshire State Register of Historic Places.

Provide the date of listing to either the State or National Register of Historic Places. If the resource is not yet listed, provide the date the Division of Historic Resources determined it to be eligible for listing. Include the name, location or description of the resource. If it is a contributing resource to an historic district, include the name of the district.

**CATEGORY B:** The second category of eligible projects involves the conservation, stabilization, and/or preservation of significant publicly owned archaeological sites and artifacts, or historic artifacts. These must be significant for their historic use or purpose, rather than for their artistic merit. Please contact the New Hampshire State Council on the Arts regarding cultural conservation grants for works of art (603-271-0791). If an artifact or object is listed to the New Hampshire or National Register, add the date of listing.

**Contact the DHR before completing an application form, if there are any questions or doubts regarding a proposed project's eligibility for DHR funding under the Conservation License Plate Grant Program.**

#### **4. Project Description (up to 3 pages)**

In this section of the application, describe the resource involved in the project. Include its current condition and describe its significance to New Hampshire's history or cultural heritage.

Briefly describe the project goal(s). List the objectives that will be completed to achieve the project goal. Be aware that the project will be judged by the following criteria, which you may wish to specifically address in this section:

- A. The project promotes the use and conservation of a historic resource or historic/archaeological artifact(s) significant to New Hampshire's history and cultural heritage.
- B. There is community support for the project and/or community partnerships are developed.
- C. The project has tangible results; the community will be made aware of these results.
- D. The work can be successfully completed within a two year time frame.
- E. The historical resource or historic/archaeological artifact(s) is accessible to the public or it will be available for the public's use. The public will benefit from the project.

- F. The applicant has financial and management skills that will enable successful completion of the project. The project describes how professional conservators, contractors, or others hired will perform any part of the work, and provide proof that they have professional qualifications and appropriate levels of expertise for the tasks at hand.
- G. The project is part of a long-term preservation or conservation initiative. There is evidence the historic resource or historic/archaeological artifact(s) will be appropriately protected and maintained for the future (possibly with easements or covenants). This balances with the need to make the resource available to, and appreciated by, the public.
- H. For any repairs, restoration work, or rehabilitation of historic resources, the project conforms to *The Secretary of the Interior's Standards for Rehabilitation* (copy attached).

### 5. Project Tasks and Budget

To protect the public's investment in the historic property or artifacts, grantees will be required to sign a standard NH Grant Agreement with the DHR that stipulates the terms and conditions of the grant and the responsibilities of each party. This includes a specific scope of work, with listed work objectives, estimated costs, and targeted dates for completion. In addition, grantees will be required to prominently place a DHR provided grant information sign on site or within the community throughout the project work period funded by this grant. For the 2009 grants, applicants may request up to **\$10,000** with no matching funds required.

### 6. Project Schedule

Projects must be **completed by August, 2011**.

### 7. Attachments

Provide photographs as specified on the application. A clear photo key and indelible ink are recommended.

Applicants must document that a historic resource or artifact(s) is **publicly owned**. Include the authorized signature of an official representative of state agency, county agency, or local municipality that owns the historic property or artifact(s).

**Non-profit organizations** must document their relationship with the public entity that owns the historic resource/artifact(s). A Certificate of Good Standing, available from the NH Secretary of State (271-3244) must be included.

As listed on the application form, any additional documentation pertaining to plans, reports, permits, and public support should be attached.

**8. Certifications:**

Completed applications shall be received by the DHR on or before 4:00PM, March 27, 2009. **No faxed or e-mailed applications will be accepted.** Send completed application form to:

Grants Coordinator  
NH Division of Historical Resources  
Conservation License Plate Grant Program  
19 Pillsbury Street, 2<sup>nd</sup> floor  
Concord, NH 03301-3570

**Late submissions will not be considered.****Project Monitoring**

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.

Grantees shall submit progress update reports **twice** each year describing project status and a final project report documenting completion of the project and the results obtained. 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 DHR to determine whether funding through the Conservation License Plate Program should continue.

Grantees will be required to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant.

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 DHR 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.

The DHR 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.

## **For Further Information Contact**

Deborah J. Gagne  
Grants Coordinator  
New Hampshire Division of Historical Resources  
19 Pillsbury St., 2<sup>nd</sup> Floor  
Concord, NH, 03301-3570  
(603) 271-3559  
[preservation@dcr.nh.gov](mailto:preservation@dcr.nh.gov)

## OTHER CULTURAL CONSERVATION GRANT INFORMATION

All three divisions of the New Hampshire Department of Cultural Resources (DCR), offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DCR 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](http://www.mooseplate.com)

- **For Library Related Projects**

New Hampshire State Library

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

Janet Eklund

telephone: 271-2393

email: [Janet.eklund@dcr.nh.gov](mailto:Janet.eklund@dcr.nh.gov)

- **For Artistic Projects**

New Hampshire Council on the Arts

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

Cassandra Erickson

telephone: 271-0791

e-mail: [cassandra.erickson@dcr.nh.gov](mailto:cassandra.erickson@dcr.nh.gov)