



Passaic County Open Space, Farmland,
& Historic Preservation Trust Fund
HISTORIC PRESERVATION GRANT APPLICATION

ATTACHMENT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, be sure to run through the following checklist:

- Completed Application**
- Maps** – site location maps (legible street or tax maps) outlining boundaries of the site and identifying adjacent land uses
- Photographs**
 - Current Photographs** - photographs of existing structure(s), objects, site, streetscape to include as appropriate to the application: façades, elevations, ancillary structures, amenities, streetscape, overall site setting, current conditions details and other pertinent details and overviews
 - Historic Photographs** – Available historic photographs and/or drawings from local public resources, including but not limited to: the Passaic County Historical Society; the New Jersey State Library, and the State Historic Preservation Office. (if available)
- Reports** – Any existing professional consultation reports, studies, and written testimony, regarding the proposal, to include findings of fact, opinions and recommendations.
- Specifications** – of materials to be used for all aspects of the proposal being reviewed, including but not limited to: catalog cut sheets, sample paint chips, manufacturer product specifications, plan notations, etc.
- Permit inquiries** – Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of an application.
- Cost estimate for proposed undertaking** prepared and signed by an authorized, licensed professional
- Resolution** authorizing the municipality or nonprofit to submit the application
- Advertising of public hearing**



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- Minutes of public hearing** – portion pertaining to this application only
- Letters of Support** for proposed undertaking

SUBMISSION REQUIREMENTS

- Please submit **one (1) paper copy and one (1) electronic copy** for the following materials:
 - Application Forms
 - Proposals from Professionals, Consultants, Contractors, etc.
- The following materials can be submitted as an electronic copy:
 - All photos as JPEG images
 - Prior Preservation Plans, reports, and any other large documentation in PDF format
 - All other supporting documentation (preferably in PDF format)
- Submittals shall be bound by paper clip or binder clip only. The use of binders, plastic separators, non-recyclable materials, etc. are strongly discouraged. Submittals will not be evaluated on the basis of the aesthetic of the package.
- Please be advised that handwritten submissions of applications will not be accepted. Fillable PDF forms are available online at our website www.passaiccountynj.org.
- Completed Historic Preservation Grant Applications and all required materials, shall be submitted to:

Kelly C. Ruffel, Cultural & Historic Affairs
County of Passaic
Dey Mansion
199 Totowa Road
Wayne, NJ 07470

For any questions, please contact Kelly C. Ruffel, Director of Cultural & Historic Affairs kellyr@passaiccountynj.org or 973-706-6640

DEADLINE: FRIDAY, MARCH 22, 2024



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Project Name: _____ **Priority:** _____

I. Applicant Information

Type of Organization: Local Government Unit Non-profit

Name: _____

Street Address: _____

Town/State/Zip: _____

Municipality: _____

Chief Executive Officer: _____

Grant Contact Person: _____

Phone: _____

E-Mail: _____

Relationship of applicant to subject property:

Owner

Lease (*Please include copy of the lease with your application*)

If lease, owner's name: _____

Management Agreement (*If you are a non-profit restoring a municipal structure, include a copy of Resolution approving the project application from the governing body*)

Other: _____



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II. Project Information

Project Name: _____

Project Address: _____

Block: _____ **Lot:** _____

Project Description (This should include all elements of the project. Please use additional pages if necessary):



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III. Project Budget

Grant Amount Requested: \$ _____

Maximum allowable grant amount for municipalities is \$100,000; the maximum amount allowable grant amount for non-profit organizations is \$50,000. If the project is within a park or a park, the maximum grant amount that can be requested is \$250,000.

Please break down TOTAL project costs into the following categories:

Soft Costs: \$ _____

Construction Costs: \$ _____

Equipment Costs: \$ _____

TOTAL: \$ _____

IV. Other Sources of Funding

There is no match requirement for this grant. However, if other sources are allocated towards the project, please list them below:

NJ Historic Trust: \$ _____

Local Government Unit Open Space Trust Fund: \$ _____

Local Government Unit Funds: \$ _____

Other: _____ \$ _____

TOTAL: \$ _____



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V. Certification

The applicant certifies the following:

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Any funds received will be expended in accordance with the grant agreement to be executed with the County of Passaic; and
- d. The individual signing has been authorized by the organization to do so on its behalf, and by his/her signature, binds the organization to the statements and representations contained in the application.

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund.

Name: _____ Title: _____

Signature: _____ Date _____