PLEASE NOTE: This document is for reference ONLY. All grant applications must be submitted through the online form at:

**[preservewa.org/third-places](https://preservewa.org/third-places-fund/)**

Step 1 of 7

**Property Information**

**Current Property Name:**

**Historic, common, or other property name:**

**Property physical address:**

**Date(s) of construction and major rehabilitations:**

*(approximate dates acceptable)*

**Is this property listed on the National Register of Historic Places?**

*Properties may be listed individually, or as a contributing building in a historic district.*

If yes: Please upload a copy of the National Register nomination form.

If no: Please note the property must be listed on the National Register of Historic Places by the conclusion of the grant project. If not yet listed on the National Register, grant applicants are required to demonstrate that the property is eligible for listing. Please upload a "determination of eligibility" letter from State Architectural Historian Michael Houser at the Department of Archaeology & Historic Preservation.

**Application summary**

**Current use of property:**

*In one sentence, please provide a brief description of the current use of the property.*

125 max characters

**Proposed project summary:**

*In one sentence, please provide a brief description of the proposed grant project.*

125 max characters

**Grant amount request:**

*Note: The maximum request for this grant program is $75,000.*

Step 2 of 7

**Property Owner Information**

**Name:**

**Email:**

**Phone:**

**Mailing address:**

**Confirmation of property ownership**

*Please upload proof of property ownership—this may be a page or screen capture from a county assessor’s website.*

Is the property owner submitting this application?

If no:

**Applicant Information**

**Owner consent**

*Please provide documentation that you as the applicant have express permission from the property owner for this project, that you can demonstrate site control, and that the property owner is aware of and agrees to the program’s preservation easement requirements if a grant is awarded.*

**Name:**

**Email:**

**Phone:**

**Mailing address:**

Step 3 of 7

**Community Impact of the Third Place**

**“Third Places” are defined as physical locations which strengthen social connections, build community, promote informal gathering, and contribute to the local economic “ecosystem.”**

**How does your building meet the definition of a Third Place? How is the building/space currently used? How long has it been in use this way?**

**Who is your current audience (i.e. the people who frequent your building)? Are you bringing people together from diverse backgrounds and promoting diversity, equity, and inclusion?**

**Why is your Third Place important to the local economy? How do you, as a building owner, actively contribute to a vital small business ecosystem?**

**Describe the historic and cultural significance of this property in your community. Is it a familiar visual feature of the community? How has it changed over time?**

Step 4 of 7

**Description of Proposed Project**

**Please describe your proposed project in detail.**

*Please organize your detailed project description into specific phases or milestones and be sure to describe:*

* *overarching project goals and measurable outcomes;*
* *the techniques and materials to be used in the work;*
* *who will perform what work (contractors, owner, volunteers); and*
* *any community involvement (other funding support, volunteer support, etc.).*

**Proposed project timeline:**

*Corresponding to how you organized your detailed project description above, please communicate your proposed timeline below by providing projected starting and completion dates for each proposed phase/milestone.*

*In the final column, please indicate whether funds are currently committed for each project phase/milestone. Commitment of funds means that you have cash on hand (or has an agreement with a lender) to complete project work before requesting grant reimbursement.*

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed project phase or milestone (as described above): | Proposed starting date: | Proposed completion date: | Funds committed? |
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*(Use the "plus" button to the right to add more lines for more project phases/components/milestones.)*

**If you indicated that funds are not yet committed for any of the above phases/milestones, please give a brief description of how you plan to get funds in place before your proposed project start date.**

**Proposed project budget and bids:**

*Please upload the following:*

* *Completed* [*Third Places Fund - Budget and In-kind Details Worksheet*](https://preservewa.org/wp-content/uploads/2021/03/2A-Third-Places-Fund-Budget-and-In-kind-Details-Worksheet.xlsx)
* *Three project estimates or bids from qualified contractors that support the information provided in your project budget.*
* *Documentation demonstrating the qualifications and experience of your selected contractor(s) in working on historic structures.*
* *Documentation of the estimated values of proposed in-kind labor, material, or equipment contributions to the project (if applicable).*
* *Documentation of liability insurance for this project.*

**If you receive a grant, are you ready to immediately proceed with your project? If not, what needs to happen to be ready to proceed? Have you managed a project like this before?**

**Describe the urgency and importance of your project. What would happen if you did not receive this grant?**

Step 5 of 7

**Community Impact of the Proposed Project**

**Describe how the community as a whole will benefit from your proposed grant project.**

**How will the proposed project increase the capacity of this property to function as a Third Place and/or improve its ability to facilitate social connections?**

**How will this project help this Third Place increase its capacity to support diversity, equity, and inclusion in the community?**

**How will this project preserve the distinctive physical features that make it a familiar visual feature of the community?**

**Letters of support:**

*Please upload at least two letters of support that describe the importance of this Third Place and your project. Letters may come from any variety of stakeholders including:*

* *users of the Third Place who can speak to social connection and impact;*
* *local businesses who can speak to the place’s contribution to the local economic “ecosystem;" or*
* *any other community partners who can speak to its contribution to the community.*

Step 6 of 7

**Photos**

*Please use the uploaded file names to clearly label/identify images and include photo credits.*

*(If preferred, you may also upload a separate document of photo captions and credits.)*

**Community photos:**

*Please upload 10-12 images that convey the importance of this Third Place in your community. This may include daily public use of the space, special community activities/events, previous rehabilitation projects, etc.*

**Property photos:**

*Please upload 6-8 images of the entire property that show all sides of the building, its siting/context, and its relationship to the public right-of-way.*

**Project photos:**

*Please upload 10-12 detail images of the building areas specifically related to your project proposal. Be sure to clearly illustrate the project need and urgency with the photos you select.*

Step 7 of 7

**Confirmation and Submission**

**Accuracy of Information**

*I certify to the best of my knowledge that the information provided in this application is complete and accurate.*

*OR*

*I certify to the best of my knowledge that the information provided in this application is complete and accurate and that this application is submitted in full cooperation with the property owner.*

**Maintenance and Easement Agreement**

*As the property owner, I understand that if a grant is awarded, I will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. I understand that the term of the easement will be 5-15 years, depending on the grant award.*

*OR*

*As the applicant, I attest that the property owner understands that if a grant is awarded, the property owner will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The property owner understands that the term of the easement will be 5-15 years, depending on the grant award.*

**Federal Assurances Attachments**

*Please upload the following signed attachments:*

* [*Civil Rights Assurance*](https://preservewa.org/wp-content/uploads/2021/03/7A-Civil-Rights-Assurance.pdf) *(7A)*
* [*Statement of Understanding for Grant Management Requirements*](https://preservewa.org/wp-content/uploads/2021/03/7B-Statement-of-Understanding-for-Grant-Management-Requirements.pdf) *(7B)*
* [*Certification Regarding Disbarment*](https://preservewa.org/wp-content/uploads/2021/03/7C-Certification-Regarding-Debarment.pdf) *(7C)*
* [*Form 424D (Construction Programs)*](https://preservewa.org/wp-content/uploads/2021/03/7D-Form-424D.pdf) *(7D)*