



# HGAC Barn Preservation Grant Program

## Application Guidelines (page 1 of 5)

### A. Eligibility

---

Eligible applicants: Any owner of a barn within Adams County, who is a current dues paying member of HGAC, is eligible to apply for funds from the HGAC Barn Preservation Grant Program. HGAC Board members, HGAC employees and HGAC Preservation Committee members are not eligible to receive an HGAC barn preservation grant. There is no minimum length of time that you must have been an HGAC member to apply for a grant, but your dues must be paid up for the current calendar year in which the grant will be awarded.

Eligible barns: Matching funds may be requested for the stabilization and rehabilitation of barns that are:

1. Listed on the HGAC Adams County Barn Registry
2. Originally constructed for the shelter of livestock and/or storage of farm equipment or agricultural products.
3. Over 50 years old.
4. In need of substantial repair, and retain a significant degree of historic character and material.

Eligible projects:

1. Stabilization and repair of historic barns, including but not limited to repairs and replacement of roofs, foundations, sills, walls, siding, flooring, structural framework, windows and doors.
2. Painting can be included, but it will be considered a lower priority than the other kinds of work listed in number 1 above.
3. Planning costs such as condition assessments, structural investigations and the preparation of architectural drawings may not be reimbursed and they are not eligible for use toward the applicant's required match.
4. All work must comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties (see Appendix A for details). Historic materials, features and finishes should be retained, repaired when possible or replaced in kind; however, exceptions may be allowed on a case by case basis in the area of roofing where metal roofs may replace original roofing materials.
5. New construction (either interior or exterior additions to the barn) is not considered eligible even if such work is historically compatible.
6. Barn owners may submit only one application for one project per year, even if they own multiple barns that would otherwise be eligible to participate in the program.



# HGAC Barn Preservation Grant Program

## Grant Application Guidelines (page 2 of 5)

### **B. Evaluation Criteria**

---

The following criteria will be used in determining the grant awards:

1. The need of the barn for repairs. Is it in imminent danger?
2. The expected benefit to the longevity of the barn if the grant is made to it.
3. Historical and/or cultural significance of the barn.
4. The age of the barn is considered, and pre-Civil War barns will be given special consideration.
5. Visibility of the barn to the general public from a public highway.
6. Unique aspects of the barn, including its architectural features and type.
7. Extent to which the project contributes to the equitable geographic distribution of HGAC Barn Preservation Funds across the county.
8. Readiness of the applicant to initiate and complete the project.
9. The value of the work completed related to the funds expended.

Quality and thoroughness of the application is important. Applications may either be typed or handwritten. No demonstration of financial need is required from the applicant, although if such a need is demonstrated, it could be considered.

### **C. Application Assistance**

---

Assistance in preparing the HGAC Barn Preservation Grant application is available from HGAC by phone and by email. Address email inquiries to [dmaclay@mac.com](mailto:dmaclay@mac.com), or call David Maclay, HGAC Barn Preservation Specialist, at (717) 677-4000. You may also contact Curt Musselman, HGAC Barn Preservation Project Chair, at (717) 659-8827 with any questions that you may have about applying for a grant. Leave a recorded message if necessary.



## HGAC Barn Preservation Grant Program

### Grant Application Guidelines (page 3 of 5)

#### D. Application Process and Timeline

---

Completed, hard-copy, barn grant program applications must be received by HGAC before 5 PM on March 1, 2019.

Once all of the applications are received, the HGAC Barn Preservation Project Grant Review sub-committee will convene to review the applications based on the evaluation criteria contained within the program's guidelines. A visit to the barn by one or more of the sub-committee members may be made as a part of the review of the application. The Barn Preservation Project Grant Review sub-committee will make a recommendation to the HGAC Board of Directors through the HGAC Preservation Committee. The recommendation for the grant may be for full or partial funding of the project.

Once the HGAC Board of Directors approves the awarding of a grant, the successful grant applicant will receive a formal notification regarding the award. This is expected to happen during the month of April. Unsuccessful grant applicants will be not be notified, but are encouraged to resubmit their application next year.

An HGAC Barn Preservation Project member will work with the award recipient to develop a simple contract that specifies the scope of work to be funded by the HGAC grant.

It is expected that the work on the barn that is funded by HGAC will be completed within one year of the grant award date.

The HGAC Board of Directors reserves the right not to award any grants or to award more than one grant within any given year.



## HGAC Barn Preservation Grant Program

### Grant Application Guidelines (page 4 of 5)

#### **E. Program Requirements and Obligations of Grant Recipients**

1. Successful applicants will be required to sign a grant contract prior to commencing the work described in the HGAC scope of work for that project.
2. The successful grant applicant is required to match the amount of the HGAC cash grant for the project described in the scope of work. Grant funds can not be used to pay applicants or members of their immediate family for their own labor, but such labor can be included as in-kind matching funds. For purposes of the grant program, the value of donated labor has been set at \$15 per hour.
3. Grant funds may only be applied to construction-related cash expenditures and can not be used to pay for expenditures made prior to the grant contract period.
4. Grant funds are paid on a reimbursement basis once work is completed and all elements of the grant scope of work have been satisfied.
5. HGAC representatives may visit the work site to inspect the work while it is being carried out, after the barn owner has been given notice of the visit.
6. If the grant recipient takes any action within ten years to demolish or remove the barn, the barn preservation grant shall be repaid to HGAC in full within one year. Actions that are the result of a natural disaster would be an exception to this policy.
7. The Historic Preservation Society of Gettysburg – Adams County (HGAC) must be acknowledged in any materials that are prepared publicizing the funded project.
8. The Internal Revenue Service might consider the grant funds to be income, so it is suggested that applicants consider any potential tax implications of receiving grant funds.



## HGAC Barn Preservation Grant Program

### Grant Application Guidelines (page 5 of 5)

#### **F. Application Instructions**

---

1. Barn Owner / Applicant Information : Please provide the requested information including daytime and evening telephone numbers and the barn's location.
2. Funding request: Any amount may be requested up to the grant limit of \$2,500.
3. Project Summary: Briefly describe the proposed project. Include the area or portion of the barn requiring repair, what you propose to do, who will complete the work and why it is necessary.
4. Documentation materials describing the barn for which funds are requested: Provide any information that you have documenting the construction of the barn and any additions or changes made to the barn over the years. Include the barn dimensions, the original use of the barn, the current use of the barn and the date of its construction.
5. Proposed Work: Based on the condition of the barn described above, what stabilization and repair work do you propose to do? Describe the techniques and materials that you will use. Because the emphasis of this program is historic preservation, original materials should be repaired or replaced with materials that match the original as closely as possible. Note that all work must comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. (See Appendix A).
6. Timeframe of Proposed Project and Readiness to Proceed: List each work element to be accomplished including the anticipated date of completion. Projects receiving grant funds must be completed within one year of notification of the grant award. Grants are reimbursements only, so the applicant must expend the costs associated with the project and then request reimbursement for eligible costs covered by the grant award.
7. Project Budget and Matching Funds: List the costs to complete the project. Provide an estimate from at least one contractor for doing the work. Describe how you will match the funds that will be provided by HGAC if your application is successful. For purposes of the grant program, the value of donated labor has been set at \$15 per hour. This rate will be used for all in-kind or donated labor, regardless of whether such labor is considered skilled or not.
8. Experience and Qualifications of contractor(s): Describe the experience working on historic buildings of any contractors that you expect to use on your project.
9. Barn repair / maintenance experience of the owner: Describe any major repair work or restoration projects that you have completed in the past on this or similar properties.
10. Provide any additional information that will be helpful to HGAC in making our decision.
11. List any attachments that you are including with the application.
12. Application Certification: If not signed, the application will be considered incomplete.



## **HGAC Barn Preservation Grant Program**

### **Appendix A: Secretary of the Interior's Standards for the Rehabilitation of Historic Properties**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.