

Joan Krahmer Historic Preservation Grant Application Form

Cultural Resource Name (if known): _____

Address: _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ Email: _____

Owner's Authorized Representative (if any): _____

Authorized Representative Address: _____

Phone: _____ Email: _____

Grant Amount Requested: _____ Total Project Budget: _____

(Note: The Krahmer Preservation Grant is a matching grant program. Grantees will be reimbursed for 50% of eligible project costs, up to a maximum of \$4,000.)

Briefly describe the proposed project:

List your proposed project expenses below or on a separate sheet. Please be specific.

The following are examples of reimbursable expenses: materials / supplies; contracted services; and tool and equipment rentals / leases. Contact staff to determine eligibility of other expenses.

Project Expense Description		Amount
		\$
		\$
		\$
		\$
		\$
Total Project Expenses	a)	\$
Total Reimbursable (50% of Total Project Expenses, max. \$4000)	b)	\$
Proposed Match (item a – item b)	c)	\$

In addition to the application form attach and submit:

- A site plan of the property showing all structures on site and adjacent street names
- Color photographs of each side of the historic structure where improvements are proposed and close-up photographs of the features and/or elements to be worked on

Please note:

- Application forms must include owner signatures; digital signatures are acceptable.
- Incomplete applications will not be reviewed.
- Applications for ineligible projects will not be reviewed.
- Following approval of an award, reimbursement will be contingent upon project completion and receipt and validation of complete documentation of costs expended (receipts for labor and materials).
- Work may not start until all forms are signed and submitted to the City.
- Grant may be taxable income; if awarded, the City of Hillsboro will provide you a W-9 form.

The undersigned certifies their understanding of the following requirements:

1. Incomplete applications, or those for projects that do not meet the eligibility requirements, will not be considered.
2. The applicant has the responsibility to complete this application and to clearly and accurately describe the proposed project.
3. The applicant will obtain any necessary permits from the City before beginning work;
4. If the project receives a grant, the applicant will finish the work by the end of the fiscal year in which the grant was awarded. The City’s fiscal year begins July 1 and ends June 30 of the following year.
5. Reimbursement will be issued after inspection is completed by the Planning Division.
6. Reimbursement will be issued by the City after submittal of receipts documenting expenditures on materials and labor using the City-provided reimbursement form.

Property Owner:

Name (print)

Signature

Date

Property Owner’s Authorized Representative (if any):

Name (print)

Signature

Date

Submit complete application with all necessary attachments to planning@hillsboro-oregon.gov, by mail to 150 E Main Street, Hillsboro, OR 97123, or in person on the 4th Floor of the Civic Center.

<i>Office Use Only</i>	
Application #:	TLID:
CRI #:	Reviewer: