

HISTORIC CEMETERY PRESERVATION CAPITAL GRANT PROGRAM GUIDELINES & PROCEDURES

2023-2025 BIENNIUM

Contact Information:

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HISTORIC CEMETERY PRESERVATION GRANT PROGRAM

The Department of Archaeology & Historic Preservation, together with the Washington Trust for Historic Preservation and the Historic Cemetery Advisory Committee, are pleased to announce the fourth round of grant funds through the Historic Cemetery Preservation Capital Grant Program. Established in 2016 with the enactment of House Bill 2637, the capital grant program is intended to benefit the public by preserving outstanding examples of the state's historical heritage, enabling historic cemeteries to continue to serve their communities, and honoring the military veterans buried within them.

The Historic Cemetery Preservation Capital Grant Program is a program of the Washington State Department of Archaeology & Historic Preservation (DAHP). Management of the grant portion of the program is provided by the Washington Trust for Historic Preservation under contract with DAHP. The Washington Trust for Historic Preservation is Washington's only statewide non-profit advocacy organization dedicated to historic preservation.

Approximately \$500,000 in grant funds is available in the 2023-2025 Biennium with individual awards up to \$50,000.

ELIGIBILITY

Cemeteries: Any cemetery within Washington State containing five (5) or more burials, with at least one burial more than 50 years old, is eligible.

Applicants: Eligible applicants include cemetery property owners, nonprofit organizations, and local governments. Private property owners may apply provided they have a non-profit or local government fiscal sponsor or will allow reasonable public access through a 10 year easement.

Projects and Funding: Funds may be requested for construction, renovation, or rehabilitation projects that preserve the historic character, features, and materials of the cemetery, or that maintain or improve the functions of the cemetery.

1. Projects must be considered capital projects that make significant, long-term improvements to existing facilities. Projects typically fall into one of the following categories: protection and security; restoration and preservation; and interpretative displays. Eligible projects may include, but aren't limited to: security fencing or lighting; skilled monument repair; conservation of historic elements such as fencing, curbs, markers, etc.; interpretive signage; and landscape restoration. The purchase of equipment for capital improvements or to reduce overall maintenance costs may also be eligible.
2. Funding is provided on a reimbursement basis only. Project expenditures must begin and end within the grant cycle (completed by June 30, 2025).
3. All labor funded by the grant must be performed by a qualified contractor, with an estimate submitted with your project budget.
4. Grant requests of any amount, up to \$50,000, will be considered.

EVALUATION CRITERIA

The following criteria will be used in determining grant awards:

- relative historic significance of the cemetery;
- relative percentage of military burials in the cemetery;
- project impact on future maintenance and operation costs and provisions provided for long-term preservation;
- urgency of the project;
- public access of the cemetery; and
- extent to which the project leverages community and volunteer support.

PUBLIC BENEFIT REQUIREMENT

One of the primary purposes of grant funding through the Historic Cemetery Preservation Grant Program is to enable historic cemeteries to continue to serve their communities and honor military veterans throughout Washington. The following are requirements for applicants receiving grant funding:

- Grant recipients must proactively maintain their historic cemetery for a minimum of 10 years.
- Public access to the cemetery must be provided under reasonable terms and circumstances; for example, a posted sign must provide hours of access or a telephone number to arrange a scheduled visit. Tribal access must be provided under reasonable terms and circumstances to historic cemeteries in which there are Indian burials.

APPLICATION ASSISTANCE

Assistance from the Washington Trust for Historic Preservation is available by phone, email, teleconference (Zoom), and if travel and weather permitting, via site visits.

Please direct all questions to the Washington Trust grant administrator at (206) 462-2999 or via email at grants@preservewa.org.

Quality and thoroughness of the application is important, but please limit your information to the space provided in the application form and the attachments that have been requested. *Please do not include continuation sheets or attach any lengthy supplemental, historical, or organizational materials that are not requested in the application.*

APPLICATION PREPARATION

We encourage you to review the entire application, prepare your submission in your own text document and file folder, before finally submitting your answers and attachments in the **online form**, which will go live on September 1:

<https://preservewa.org/historic-cemetery-grants-application/>

SECTION 1. Property Information

This section is for introducing the cemetery and its location.

- Cemetery Name (on sign)
 - Cemetery Name (if any others)
 - Nearest City/Town/Area
 - County, Legislative District
 - Location Description (address or directions)
 - Geographic Coordinates - Approximate coordinates of where the cemetery is located.
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SECTION 2. Owner Information

This section is for introducing the legal owner of the cemetery. If the cemetery is abandoned, skip to "**Section 3: Applicant Information.**" Questions related to ownership and maintenance of a cemetery can be directed to Guy Tasa, State Physical Anthropologist, at (360) 790-1633 or via email at guy.tasa@dahp.wa.gov.

- Owner Name, Address, Phone, and Email
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SECTION 3. Applicant Information

This section is for introducing the grant applicant (if different from the property owner or abandoned).

- Owner Authorization or Care & Maintenance Certificate from DAHP (for abandoned cemeteries)
 - Applicant Name, Address, Phone, and Email
 - Preferred Contact (Email, Text Message, Phone Call, Video Call)
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SECTION 4. Cemetery Description

This section is for providing the physical, practical, and historical context of the cemetery. Use this section to describe with as much detail as possible why the resource is significant.

- Year Officially Established
- Earliest & Latest Burial Dates
- Cemetery Acreage
- Number of Burials
- Percentage of Military Burials

- Historic and Cultural Significance

Describe the historic and cultural significance of the cemetery. If a comprehensive history exists in another document, please summarize the significance here and include the supplemental history as an attachment to your application. Consider if:

- The cemetery contains burials of persons of transcendent importance (including veterans and others of great eminence in their field of endeavor or had a great impact upon the history of their community, state, or nation);
- The relative age in a particular geographic or cultural context (example: oldest cemetery associated with a town or community's original settlement period);
- There are distinctive design features; or
- The cemetery is associated with historic events.
- Please also describe any known military burials and monuments.

Please see **NPS National Register Bulletin #41: Guidelines for Evaluating and Registering Cemeteries and Burial Places** (<https://www.nps.gov/subjects/nationalregister/upload/NRB41-Complete.pdf>) for guidance on what to consider and include in your history.

- Site Conditions and Change Over Time

Describe the existing conditions of the cemetery and any significant changes (site size, etc) over its history. Please also explain the cemetery's present value to the local community or organization.

- Historic Designation Status of the Cemetery

Cemeteries do not need to be listed on a historic register to be eligible to apply. However, if you have questions about your cemetery's designation status, please contact Michael Houser, the State Architectural Historian, at (360) 890-2634 or via email at michael.houser@dahp.wa.gov.

- Previous Grant Request(s)

Has the Cemetery applied for a Historic Cemetery Preservation Grant before? If yes, was a grant awarded and completed?

- Other Restrictions

Is the property protected through an easement, transfer of development rights, or any other program providing conservation / preservation incentives? If yes, explain. For easements, provide the name of the easement holder and the easement term.

SECTION 5. Project Proposal & Budget

This section is for developing and proposing a project and budget based on a described need or urgency. Use this section to demonstrate that you have a thorough understanding of the preservation work required to maintain or improve the stewardship of the cemetery in terms of selecting scopes of work, contractors, and materials as well as managing timelines and project funds.

This section will also be used to develop the grant contract, if selected, so it is important to be clear in the proposed work and dollars allocated.

All work must be categorized into at least one of the following Work Types:

1. **Protection & Security** (gates, fences, lighting, etc.)
2. **Restoration & Preservation** (headstones, mausoleums, monuments, landscape features, etc.)
3. **Interpretive Displays** (signage, plaques, markers, etc.)
4. **Other**

For each of the Work Type you select, you must then provide the following:

- A. **Description** - Describe the work in detail, including treatments, techniques, and materials used.
- B. **Timeline** - Example: "7/24 - 9/24" or "2 weeks in August 2024"
- C. **Cost** - In dollars, based on quotes/estimates to be uploaded with the application

- Project Total Cost - Automatically calculated from the sum of values above.

- Grant Award

Applicants can request grants up to \$50,000. Matching funds are not required. Based on the project total cost above, please confirm the amount of grant dollars you are requesting.

- Experience & Qualifications

Please describe:

- Any similar projects that you (or the applicant organization) have completed in the past ten years with special attention to previous projects involving historic cemeteries or historic preservation projects.
- Any prior experience managing grant awards or projects of a similar size that help the Advisory Committee understand your qualifications related to delivering a successful project.
- If volunteers will conduct a significant amount of work, please indicate your experience managing volunteer projects. If you are hiring a consultant or contractor, please include a summary of their experience and qualifications working on historic cemeteries as an attachment. If work will be performed by multiple people, please indicate the scope they will work on.

- Will the project require **ground disturbance or excavation**?

Any proposed work on cemetery grounds that includes GROUND DISTURBANCE may require obtaining a PERMIT from the Department of Archaeology and Historic Preservation (DAHP). Depending on the location and scope of work, you may be required to hire an archaeologist to monitor the site or complete the permit and include those costs in your budget. Prior to submitting this application, we encourage you to reach out to the State Physical Anthropologist, Guy Tasa at (360) 790-1633 or via email at Guy.tasa@dahp.wa.gov for preliminary feedback. More information: <https://dahp.wa.gov/archaeology/archaeological-permitting>.

SECTION 8. PUBLIC BENEFIT

One of the purposes of this program is to promote and preserve Washington State's historic cemeteries and honor our military veterans through historic preservation for the benefit of the public. This can include long term preservation and protection, improved memorial identification and interpretation, and/or occasional public access for special events or tours. More information about the Public Benefit Requirement can be found on Page 2.

- Public Access

Is the cemetery accessible to family members and the public? Has it been included in public tours, hosted school groups, or provided other educational opportunities?

- Future Plans

Describe future plans to maintain the cemetery and all work or purchases funded by this grant for a period of at least 10 years.

- Preservation Easement

If a grant is awarded to a private property owner (including nonprofit owners), the owner will be required to enter into an easement on the property to ensure the cemetery is not adversely impacted by future action. The term of the easement will be 10 years. If awarded a grant, will you agree to enter into this easement?

- Additional Information

Please add any additional information pertaining to the proposed scope of work and the overall preservation of your cemetery that you were unable to include in other sections.

SECTION 9. ATTACHMENTS

Please be sure to upload all required application materials listed below. Incomplete applications may risk being scored lower and/or delayed in review. If you encounter technical difficulties, please continue to submit the application, but then reach out to **grants@preservewa.org** immediately to let us know that you intend to submit attachments separately.

For tips on how to best photograph your cemetery, view our **DAHP Photography Guide**: https://preservewa.org/wp-content/uploads/2023/08/Photography-Guidance-Checklist_2023-25.pdf.

Attachments Checklist

- 1. Any contractor bids, cost estimates or condition assessments, etc. used to develop your proposal
 - 2. Images of or product pages for proposed materials for the project work
 - 3. Public View: one (1) image showing view of cemetery from a public right of way (even if you cannot see the cemetery from the public right of way)
 - 4. Context: Up to eight (8) images illustrating the overall condition and landscape of the cemetery
 - 5. Project: Up to 15 images clearly illustrating the condition of the area(s) of the proposed work and the need for/urgency of repair
 - (Optional) Contractors/Consultants: Resume and summary of experience working with historic cemeteries if using hired professionals
 - (Optional) Local Government Applicants: A brief profile of department mission, lead staff, and annual budget
 - (Optional) Non-profit Organization Applicants: A list of board members and their affiliations as well as an annual operating budget for most recently completed fiscal year
 - 6. Text document with image captions/descriptions that correspond to image file names (*Please use the preferred file naming: "Cemetery Name - Descriptive Title" such as "Trust Cemetery - Right-of-Way Photo".*)
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Section 10. CERTIFICATION & SUBMISSION

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

- Name, Date, and Email (a copy of the entire submitted application will be sent to this email address)

APPLICATION REVIEW

Completed program applications including attachments are due **Tuesday, October 31 at 11:59pm** via online form. Once all applications are received, the Historic Cemetery Advisory Committee established through RCW 27.34.420 will convene to review applications based on the evaluation criteria contained herein. The Advisory Committee may recommend **full funding, partial funding, or no funding for applications**. Advisory Committee recommendations will be forwarded to the director of the Washington State Department of Archaeology & Historic Preservation for final review and approval.

After review of grant applications occurs, applicants will receive formal notification regarding grant awards. Historic Cemetery Capital Grant program staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

PROGRAM REQUIREMENTS / OBLIGATIONS OF GRANT RECIPIENTS

- Once funding is approved, administrative staff will work with award recipients to develop the scope of work for a grant agreement (contract). **Grantees will be required to sign a grant contract prior to commencing work.** Grant funds are paid on a reimbursement basis. When a grant award is less than the amount requested, applicants and staff may work together to develop a reduced scope of work.
- **Grant funds may only be applied to (reimbursed for) expenditures** and cannot be used to pay for expenditures made prior to the grant contract period.
- For a cemetery owned by an individual, the owner must sign the contract. When a lessee or other representative of the owner is the applicant, both the owner and representative must sign. For organizations, both the Board president and executive director must sign the contract. The responsible official must sign for local governments.
- Construction must begin within one year of the award date, and **project work must be completed by June 30, 2025.**
- The Washington State Historic Cemetery Preservation Capital Grant Program and the Department of Archaeology and Historic Preservation must be acknowledged on any materials publicizing the project.
- Proposed rehabilitation work supported by this program will be reviewed by program staff for both the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation. Grant recipients will receive a sign design file (.pdf) with printing and posting instructions. **This sign must be posted at the project site for the duration of the construction period.**
- If a recipient of a grant or subsequent owner of a property that was assisted by a grant takes any action within 10 years of the grant award which destroys the cemetery's historic integrity or context, the preservation grant shall be repaid in full within one year. Such actions may include demolition or substantial alteration.
- If the project includes work that impacts privately owned monuments, consent of individual monument owners must be documented. If the owners are deceased, consent must be provided by the entity responsible for management of the monuments and/or cemetery.