

# HISTORIC CEMETERY PRESERVATION CAPITAL GRANT PROGRAM GUIDELINES & PROCEDURES

2017 - 2019 BIENNIUM

## CONTACT INFORMATION:

Julianne Patterson  
jpatterson@preservewa.org  
206-624-9449



# HISTORIC CEMETERY PRESERVATION CAPITAL GRANT PROGRAM

## GUIDELINES & PROCEDURES

### 2017 - 2019 BIENNIUM

#### 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 first 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 \$450,000 in grant funds is available in the 2017-2019 Biennium with individual awards up to \$50,000.

#### ELIGIBILITY

**Cemeteries:** Any cemetery containing 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, 2019).
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 REQUIREMENTS

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 pro-actively maintain their historic cemetery for a minimum of ten years.
- Public access to the exterior of properties which are not visible from a public right of way must be provided under reasonable terms and circumstances; for example, visits by non-profit organizations or school groups must be offered at least one day per year. Public access to the exterior of properties which are visible from a public right of way is encouraged but not required. 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, by email, through workshops or travel and occasionally site visits. Please contact Julianne Patterson at the Washington Trust, at (206) 624-9449 or via email at [jpatterson@preservewa.org](mailto:jpatterson@preservewa.org) with questions or to make an appointment.

Quality and thoroughness of the application is important, but please limit your information to the space provided in the application form.

### Sections 1-3: Site/Owner/Applicant Information

Please provide basic information about the cemetery, the owner of the cemetery, and the grant applicant (if different from the owner). If the cemetery is abandoned, you must provide a Care and Maintenance Certificate from the Department of Archaeology and Historic Preservation with your application to show you are authorized to undertake the project. More information can be found at the following URL: <https://dahp.wa.gov/archaeology/cemeteries/abandoned-cemeteries>. Questions related to ownership and maintenance of a cemetery can be directed to Guy Tasa, State Physical Anthropologist, 360-586-3534 ([guy.tasa@dahp.wa.gov](mailto:guy.tasa@dahp.wa.gov)) for more information. Lat/Long coordinates can be found here: <https://www.latlong.net/>

### Sections 4-5: Project & Funding Request Summary

Introduce your project and briefly describe the proposed work. Use this space to only talk about what the project is, not why it is important. For example, "The Friends of XYZ Cemetery will hire a contractor to repair the rod iron gate around the entire cemetery. We will also install security lighting in four places and repair ten monuments." Please check all project categories applicable. For the hypothetical project described above, the applicant would check "Protection & Security" and "Restoration & Preservation." If you have questions about which categories your project falls under, please contact Julianne Patterson with the Washington Trust for Historic Preservation for guidance.

Applicants can request grants up to \$50,000. Matching funds are not required. Please complete the attached budget worksheet and include the amounts in section 5.

### Section 6: Historic Significance

Indicate if the cemetery is listed on any historic registers. If you are unsure of the historical/register status of the cemetery, contact Michael Houser, State Architectural Historian, at the Department of Archaeology & Historic Preservation at [michael.houser@dahp.wa.gov](mailto:michael.houser@dahp.wa.gov) or 360-586-3076.

The relative historical and cultural significance of the cemetery is a primary consideration of the Committee as they review grant applications. Use this section to describe with as much detail as possible the existing conditions of the cemetery and why it is significant. Please include a history of the cemetery, noting:

1. if the cemetery contains burials of persons of transcendent importance (of great eminence in their field of endeavor or had a great impact upon the history of their community, state, or nation);
2. the relative age in a particular geographic or cultural context (example: oldest cemetery associated with a town or community's original settlement period);
3. if there are distinctive design features; or
4. if the cemetery is associated with historic events.

Be sure to include any record of ownership and significant changes over the years if known, including: if the size of the cemetery has changed; if monuments or markers have been added to previously unmarked burial sites; etc. Please see *NPS National Register Bulletin #44: Guidelines for evaluating and registering cemeteries and burial places* (<https://www.nps.gov/nr/publications/bulletins/pdfs/nrb43.pdf>) for guidance on what to consider and include in your history. If landscape surveys, maps, historic photographs, etc. exist, please include them as an attachment to your application. This history and relevant documents will remain on file with the Washington State Department of Archaeology and Historic Preservation as a record of history and documentation for public benefit.

## Section 7: Proposed Work

If your project includes several elements, please organize the project narrative into the following scope categories: Protection and Security; Restoration and Preservation; and Interpretative Displays. For each scope, describe in as much detail as possible the need, techniques and materials, who will perform the work, and schedule for implementation. You should answer the following questions as thoroughly as possible.

- Why is this project needed and why it is important?
- What are the project goals? What are the measured outcomes and deliverables?
- Are there distinct milestones that will be met?
- What techniques and materials will be used in the work?
- Who will perform the work?
- How will the project be maintained (if applicable)?
- What role does this project play in the long term preservation and stewardship of the cemetery?
- How will the community be involved ? (funding leverage, volunteers, veteran and student engagement, etc).

## Section 8: Experience & Qualifications

Describe 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. Describe 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 that each will work on.

## Section 9: Proposed Project Timeline

List each scope element as identified in "Section 8: Proposed Work" and outline your proposed starting and completion dates. Indicate if scopes are sequential or concurrent. If additional funding outside of the grant request is needed, briefly explain the proposed plan for securing the funds necessary to implement the project before the proposed start date of the project.

Keep in mind projects must be complete by June 30, 2019.

State grants are reimbursement grants only – applicants must expend costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Grant money cannot be received by applicants prior to implementation of the project. As such, grant contracts will only be executed at such a time when the grant recipient has the necessary cash on hand to complete the project.

## Section 10: Project Budget:

Use the accompanying budget worksheet (the Microsoft Excel spreadsheet document) for your project budget. In the worksheet, you will break down your budget by project scope, then billing category. For each element, list the total cost in the "Expenses" section. Under the "Income" section, list how you plan to cover those expenses with grant funds. If your total project cost exceeds

the grant request, you do not need to include other sources of funding in the budget. However, it is recommended that you mention when you will have all additional funding in-hand in your project timeline narrative (Section 10).

### Section 11: Public Benefit

The public benefit of preserving historic cemeteries is one of the primary purposes of grant funding. This section is included to help assess how the project, once completed, will address the issue of public benefit. Be as detailed as possible in your description of the public benefit the proposed project will provide.

### Section 12: Additional Information

Use this section to add any relevant information not addressed in other sections of the application.

### Section 13: Attachments

Please include all applicable attachments when submitting your grant application; we require submission of both hardcopy and digital materials. See page 5 for information about what/how to submit and page 6 for an application checklist. Please note: All images should be submitted digitally - do not send printed images.

### Section 14: Certification

The property owner's signature is required. If a co-owner exists, such signatures should be added as necessary. If different from the property owner, the person completing the application must also sign the form as the applicant. Please note that applications will not be accepted if they are not signed.

## 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, or 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 cash 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.
- Projects must begin within one year of the award date, and project work must be completed by June 30, 2019.
- The Washington State Historic Cemetery Grant Program and the Department of Archaeology and Historic Preservation must be acknowledged on any materials publicizing the project.
- Program staff from both the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation will review proposed preservation and rehabilitation work supported by this program.
- 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.

## APPLICATION PROCESS AND TIMELINE

Completed program applications are due Friday June 29, 2018 by 5:00pm. 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 Preservation program staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

## APPLICATION DEADLINE & SUBMITTAL INFORMATION

### Application Deadline

Friday, June 29, 2018, 5:00pm

### What to Submit

The Historic Cemetery Preservation Grant Program requires that materials be sent in hardcopy and digital versions:

#### Hardcopy materials:

- Original grant application with original signatures and all applicable attachments (excluding images)
- Copy of grant application with all applicable attachments (excluding images)

#### Digital materials:

- Digital copy of grant application with all applicable attachments (signatures on this copy not required)
- High-resolution digital images with image captions document

### How to Submit

All hardcopy application materials must be postmarked or received in person by the deadline at the mailing address listed below.

If you are submitting digital materials with a CD or flashdrive/thumbdrive, those items must also be postmarked or received in person by the deadline at the mailing address listed below.

All materials sent digitally must be sent to the email address listed below or uploaded through the website link listed below, no later than the deadline.

Contact: Julianne Patterson  
Washington Trust for Historic Preservation  
(206) 624-9449

Email Address: [jpatterson@preservewa.org](mailto:jpatterson@preservewa.org)

Website submissions: [www.preservewa.org/historic-cemetery-materials](http://www.preservewa.org/historic-cemetery-materials)

Mailing Address: 1204 Minor Avenue  
Seattle, WA 98101

## APPLICATION CHECKLIST

Please include the following with your application:

1. A completed project budget worksheet
2. Any bids, cost estimates, maintenance plans, capital needs or condition assessments, etc. used to develop your proposal
3. Resume and summary of experience working with historic cemeteries for selected contractors, etc.,
4. Cemetery Images - Up to 8 high-resolution digital images illustrating the overall condition and landscape of the cemetery
5. Project Images - Up to 15 high-resolution digital images clearly illustrating the condition of the area(s) of the proposed work and the need for/urgency of repair
6. Image Captions (on images or separate document)
7. At least one high-resolution digital image showing the view of the cemetery from a public right of way
8. Supplemental history documents (optional)

For local government applicants, please include:

9. A brief profile of department mission, lead staff, and annual budget.

For non-profit organization applicants, please include:

10. A list of board members and their affiliations
11. Annual operating budget for most recently completed fiscal year.

# HISTORIC CEMETERY PRESERVATION CAPITAL GRANT PROGRAM APPLICATION

2017 - 2019 BIENNIUM

## DEADLINE: JUNE 29, 2018

Please carefully review the Historic Cemetery Preservation Capital Grant Program Guidelines & Procedures before completing this application.

To avoid technical problems, this application is best viewed in and completed with Adobe Reader or Adobe Acrobat. You can download Adobe Reader for free at:

<http://get.adobe.com/reader/>

### CONTACT INFORMATION:

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jpatterson@preservewa.org  
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**HISTORIC CEMETERY PRESERVATION CAPITAL GRANT  
PROGRAM APPLICATION  
2017 - 2019 BIENNIUM**

**SECTION 1 • CEMETERY INFORMATION**

Cemetery Name (on sign): \_\_\_\_\_  
Cemetery Name (others): \_\_\_\_\_  
Nearest City/Town/Area: \_\_\_\_\_  
Description (address or directions to cemetery): \_\_\_\_\_  
State Legislative District: \_\_\_\_\_ County: \_\_\_\_\_  
Cemetery acreage: \_\_\_\_\_ Latitude & Longitude: \_\_\_\_\_  
Year Officially Established: \_\_\_\_\_ Earliest Burial Date: \_\_\_\_\_ Latest Burial Date: \_\_\_\_\_  
# of burials in cemetery \_\_\_\_\_ % of military burials \_\_\_\_\_%

**SECTION 2 • OWNER INFORMATION\***

Name: \_\_\_\_\_  
Primary Contact (if owner is organization or local government): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**SECTION 3 • APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)**

Name: \_\_\_\_\_  
Primary Contact (if applicant is organization or local government): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Is the property protected or accessed through an easement?

No  Yes If yes, explain. For easements, provide the name of the easement holder and the terms:

\*If the cemetery is abandoned, you must provide a Care and Maintenance Certificate from the Department of Archaeology and Historic Preservation with your application to show you are authorized to undertake the project.

## SECTION 4 • PROJECT SUMMARY

Project Title (clear and short): \_\_\_\_\_

Project Category (check all that apply to your scope):

Protection & Security     Restoration & Preservation     Interpretative Displays

Provide a brief description of the proposed project. Further detail is requested in Section 8.

## SECTION 5 • BUDGET SUMMARY

Who is the designated contact for reimbursement?

The numbers in this section should be taken from the budget amounts listed on the budget worksheet.

Budget for each project scope:

Protection & Security: \_\_\_\_\_

Restoration & Preservation: \_\_\_\_\_

Interpretative Displays: \_\_\_\_\_

Project Totals:

Total Grant Amount Requested: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

## SECTION 6 • HISTORIC SIGNIFICANCE OF CEMETERY

Historical Designation of Cemetery (check all that apply)

- National Register of Historic Places (individual)
- National Register of Historic Places (within a district)
- Washington Heritage Register
- Local Designation (individual)
- Local Designation (within a district)
- None
- Unknown

## CEMETERY DESCRIPTION AND 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); if there are distinctive design features; or if the cemetery is associated with historic events.

Describe the existing conditions of the cemetery and any significant changes (site size, etc) over its history. Explain the cemetery's present value to the local community or organization. Please describe any known military burials and monuments.

## SECTION 7 • PROPOSED WORK

Please organize your project according to the four project scopes: Protection & Security, Restoration & Preservation, and Interpretive Displays. For each element of your project, please describe in as much detail as possible:

- the need for the project and why it is important;
- project goals, measurable outcomes and deliverables;
- the time line and milestones;
- the techniques and materials to be used in the work;
- who will perform the work;
- how the project will be maintained (if applicable);
- the project's role in the long term preservation and stewardship of the cemetery; and
- any community involvement (funding leverage, volunteers, veteran and student engagement, etc).

The emphasis of this program is historic preservation, so original landscape elements should be maintained and materials should be repaired if possible. All state and federal laws pertaining to cemeteries and human remains must be followed.

SECTION 7 • PROPOSED WORK (Continued)

## SECTION 8 • EXPERIENCE & QUALIFICATION

Describe 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. Describe 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.

## SECTION 9 • PROPOSED PROJECT TIME LINE & READINESS TO PROCEED

List each scope element as identified in “Section 8: Proposed Work” and outline your proposed starting and completion dates. Indicate if scopes are sequential or concurrent. If additional funding outside of the grant request is needed to complete the project, explain when funding is expected. Please note that projects must be complete by June 30, 2019

## SECTION 10 • PROJECT BUDGET

Please complete the attached budget worksheet (Excel document). In the worksheet, you will break down your budget by project scope, then billing category. For each element, list the total cost in the "Expenses" section. Under the "Income" section, list how you plan to cover those expenses with grant funds.

<BUDGET WORKSHEET IS INCLUDED AS AN EXCEL DOCUMENT>

## SECTION 11 • 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.

A. 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?

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

C. If a grant is awarded to a private property owner, 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?  Yes  No

## SECTION 12 • ADDITIONAL INFORMATION

Please add any additional information pertaining to the proposed scope of work and the overall preservation of the cemetery

## SECTION 13 • ATTACHMENTS

Please include the following with your application:

1. A completed project budget worksheet
2. Any bids, cost estimates, maintenance plans, capital needs or condition assessments, etc. used to develop your proposal
3. Resume and summary of experience working with historic cemeteries for selected contractors, etc.,
4. Cemetery Images - Up to 8 high-resolution digital images illustrating the overall condition and landscape of the cemetery
5. Project Images - Up to 15 high-resolution digital images clearly illustrating the condition of the area(s) of the proposed work and the need for/urgency of repair
6. Image Captions (on images or separate document)
7. At least one high-resolution digital image showing the view of the cemetery from a public right of way
8. Supplemental history documents (optional)

For local government applicants, please include:

9. A brief profile of department mission, lead staff, and annual budget.

For non-profit organization applicants, please include:

10. A list of board members and their affiliations
11. Annual operating budget for most recently completed fiscal year.

## SECTION 14 • CERTIFICATION

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

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Owner's Signature

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Date

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Co-owner's Signature (if applicable)

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Date

Print Names:

Owner: \_\_\_\_\_

Co-owner: \_\_\_\_\_

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Applicant's Signature (if different from owner)

---

Date

Print Name:

Applicant: \_\_\_\_\_

Note: Application will not be accepted without original signatures.