

# THE 2017 VALERIE SIVINSKI WASHINGTON PRESERVES FUND

APPLICATION DEADLINE:  
OCTOBER 17, 2016

## About the Program

The Valerie Sivinski Washington Preserves Fund is an annual grant program that provides up to \$2,000 to organizations involved in historic preservation around our state. The goal of the fund is to provide small yet meaningful amounts of money to help promote historic preservation where it really happens: at the community level. Donors provide funding to the Washington Trust for Historic Preservation for this fund. Awards are given in the name of Valerie Sivinski, a preservationist who was killed in October 2000 while performing preservation-related work.

## Building Assessment Services

In addition to cash grants of up to \$2,000, the Washington Trust will award building assessment services to an applicant. Building assessments provide a prioritized schedule of capital needs while outlining preferred treatments that meet historic standards. Information provided in a building assessment is intended to provide a clear path toward rehabilitation. Building assessments will be conducted by Artifacts Consulting, a Tacoma historic preservation consulting firm generously providing these services pro bono in honor of Valerie Sivinski, a former principal.

## Funding Information

- Maximum request for grant funds is \$2,000.
- General operating expenses and expenses incurred prior to the award date are not eligible for inclusion in a grant request.
- Awardees will receive a letter of award for their grant.
- Grants to an individual organization will not be approved more than once every two years.
- Funds for cash grants will be awarded to applicants on a reimbursement basis upon proof of work being accomplished via the "Grant Completion Report."
- Special conditions for early or one-half disbursement of grant funds will be considered upon request only.
- Grant projects should be completed within one year of the award date. If additional time is needed, grant awardees are required to notify the Washington Trust in writing and provide a status report; otherwise grant funds will be forfeited.



## Eligible Projects

Examples of eligible projects include costs attributable to the purchase of materials or services for “bricks and mortar” projects for the preservation of a specific property.

### Priority goes to bricks and mortar project, but grant funds may be used to:

- Preserve/rehabilitate a specific historic resource
- Hire professional expertise for the production of as-built drawings, a Historic Structures Report (HSR), or a feasibility study for the rehabilitation/adaptive use of a historic resource
- Organize a group to preserve or advocate for preservation of a specific historic resource
- Promote preservation of a specific historic resource

### Application Evaluation Criteria

The highest priority is given to projects that are urgent in nature, contribute significantly to the development of community preservation organizations, and/or are included in the Washington Trust’s Most Endangered Historic Properties list. In addition, priority is given to bricks and mortar rehabilitation projects.

Project work must conform to the Secretary of the Interior’s Standards for the Treatment of Historic Properties and must comply with local design guidelines when applicable.

### Eligible Applicants

Applicants for a Washington Preserves Fund grant are required to become members of the Washington Trust for Historic Preservation (at the non-profit level or above) if they are not already current members. In addition, grant recipients must remain as members in good standing until the time of project completion. Applicants must fall into one of the following categories:

- Incorporated Non-profit Organizations
- Unincorporated Citizens Groups/Advocacy Groups
- Most Endangered List Property Owners
- Public Agencies/School Districts/Civic Organizations/Religious Organizations

### Application Process

All application materials should be submitted electronically via email ([info@preservewa.org](mailto:info@preservewa.org)) to the Washington Trust for Historic Preservation by **Monday, October 17 at 5:00 pm**. All application materials, including limited additional supporting documentation (photographs and other information) should be formatted in a single PDF file. *See Additional Supporting Documentation information on page 4 for acceptable materials to be added to the application form.*

Alternatively, one (1) hard copy of all application materials may be submitted via U.S. Mail **postmarked no later than October 17**. If it is necessary to submit a hard copy of application materials, the required supporting digital files may be emailed to the Washington Trust at [info@preservewa.org](mailto:info@preservewa.org) or submitted via U.S. Mail on a disc or flash drive, postmarked no later than October 17.

The Washington Preserves Fund Committee reviews applications and supporting materials and makes recommendations to the Board of Directors. Applicants are notified by letter of the status of their request and awards are publicly announced at the Washington Trust’s Sivinski Holiday Benefit in December.

## Reporting Requirements and Receipt of Funds

1. **Within ninety (90) days of project completion**, all grantees are required to submit a “Grant Completion Report” with good quality “after” photographs of work performed for the project, a copy of the publication produced with the funds (brochure, book, historic structures report etc.), and a set of any architectural drawings or construction plans developed for the project (an electronic copy is acceptable).
2. All publications produced, press releases, and/or references to this project must contain the following acknowledgement:

**“Funding provided by the Washington Trust for Historic Preservation.”**

3. The report and photos/publications/drawings should be emailed to the Washington Trust for Historic Preservation.

*Please use Adobe Reader to fill out this form.*

*Before completing this application, please download and save it to your computer.*

*Edits made to the form online will not be saved.*

**APPLICATION DEADLINE: MONDAY, OCTOBER 17, 2016**

Completed applications must be received electronically by 5:00 PM in order to be considered. If it is necessary to mail hard copies via U.S. Mail, all application materials must be postmarked by October 17.

**Email:** [info@preservewa.org](mailto:info@preservewa.org)

**Mail:** Washington Trust for Historic Preservation  
1204 Minor Avenue  
Seattle, WA 98101



# VALERIE SIVINSKI WASHINGTON PRESERVES FUND

## APPLICATION FORM

### SECTION 1 GENERAL INFORMATION

#### Building/Resource Information

Name of Historic Building / Resource: \_\_\_\_\_

Date of Construction (or estimated if unknown): \_\_\_\_\_

Physical Address of Building / Resource: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Historic Designation (check all that apply):

National Register of Historic Places

Washington Heritage Register

Local Designation: \_\_\_\_\_

Determined eligible for listing in: \_\_\_\_\_

#### Sponsoring Organization Information

Sponsoring Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone/Cell/Fax: \_\_\_\_\_

#### Contact Information

Name: \_\_\_\_\_ Email (if different from above): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone/Cell/Fax (if different from above): \_\_\_\_\_

### SECTION 2 PROJECT DESCRIPTION

Please answer the following questions as completely as possible (please do not include continuation sheets). Clear and concise information about your project will assist the fund committee in their evaluation of the application. Attach all supporting materials.

1. Please specify whether you are seeking a cash award or building assessment services. If you are seeking a cash award, please specify the amount. *(The maximum grant award is \$2,000.)*

Cash Award in the amount of: \$ \_\_\_\_\_

Building Assessment Services



### SECTION 3 PROJECT BUDGET (FOR CASH AWARDS)

Please itemize all expenses related to the project budget, indicating the estimated cost of each work element, proposed date for completion, and whether or not funds are committed for each. In addition, please include the Total Project Cost and the amount of funding requested from the Washington Trust for Historic Preservation.

This page of information may be expanded to fully explain your costs.

Work Element	Estimated Cost	Proposed Completion Date	Are funds committed?	
			Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No

Total Requested from the Valerie Sivinski Washington Preserves Fund: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

### SECTION 4 ADDITIONAL SUPPORTING DOCUMENTATION

Please include the following documentation with your application:

**Project budget and timeline.** Please complete application form, itemize all expenses including committed and non-committed sources of funding.

**Letters of support.** Two letters (maximum) from endorsing organizations or individuals.

**Overall images.** Three to five (3-5) digital images illustrating *the entire building/structure*.

**Detail images.** Four to five (4-5) digital images of *the specific project area for which grant funds are being requested*.

*Please note: All images must be submitted digitally via email, flash drive, or disc. Printed/hardcopy photos will not be accepted. Historic (if available) and current color photos are desired.*

**Architectural drawings, construction plans or elevations** that will assist in clarifying the project and its goals (if applicable).

**Membership form to the Washington Trust for Historic Preservation** with appropriate payment amount (if applicant is not already a member).

*Please note: Grant recipients must remain members in good standing until the time of project completion. If the project takes more than one year to complete, grant recipients must renew as members of the Washington Trust before grant funds will be distributed.*

## SECTION 5 SUBMISSION

Please send all grant application materials digitally via email to [info@preservewa.org](mailto:info@preservewa.org).

*Printed/hardcopy photos will not be accepted.* If necessary, a printed copy of the grant application or any discs or flash drives with digital files on them may be sent via U.S. Mail to:

Washington Trust for Historic Preservation  
1204 Minor Avenue  
Seattle, WA 98101

**Unacceptable Materials:** Please do not send copies of other application forms from other grant applications to other funding resources or numerous pages of explanatory material about your project.

**Brief, concise information about your project is preferred.**

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Seattle, WA 98101



# VALERIE SIVINSKI WASHINGTON PRESERVES FUND

## GRANT COMPLETION FORM

### SECTION 1 GENERAL INFORMATION

#### Building/Resource Information

Name of Historic Building/Resource: \_\_\_\_\_

#### Sponsoring Organization Information

Sponsoring Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone/Cell/Fax: \_\_\_\_\_

#### Contact Information

Name: \_\_\_\_\_ Email (if different from above): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone/Cell/Fax (if different from above): \_\_\_\_\_

### SECTION 2 PROJECT AND FUNDING INFORMATION

Please answer the following questions. Attach all grant products to this form (reports, pictures of completed project, publications, architectural drawings, etc.) Applicants are encouraged to submit answers on a separate page if more space is required.

1. Project Period: \_\_\_\_\_ 2. Total Project Cost: \$ \_\_\_\_\_

3. Washington Trust Funding Amount Awarded: \$ \_\_\_\_\_

4. Washington Trust Funding Amount Returned: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

5. Provide a brief summary of the needs/problems the grant was intended to address:



6. Provide a brief summary of the accomplishments/ results of your project:

7. Is the sponsoring organization currently a member of the Washington Trust? \_\_\_\_\_

*Note: If not currently a member, the sponsoring organization must renew its membership prior to distribution of grant funds.*

### SECTION 3 ADDITIONAL MATERIALS

Please include the following documentation with your grant completion report:

**Overall images.** Three to five (3-5) digital images illustrating *the entire building/structure* after project completion.

**Detail images.** Four to five (4-5) digital images of *the specific project area for which grant funds are being requested* after project completion.

*Please note: All images must be submitted digitally via email, flash drive, or disc. Printed/hardcopy photos will not be accepted.*

### SECTION 5 SUBMISSION

**Please send all grant completion report materials digitally via email to [info@preservewa.org](mailto:info@preservewa.org).**

*Printed/hardcopy photos will not be accepted.* If necessary, a printed copy of the grant completion form or any discs or flash drives with digital files on them may be sent via U.S. Mail to:

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Seattle, WA 98101



# MEMBERSHIP FORM

## MEMBERSHIP BENEFITS

- Quarterly issues of *Trust News* magazine
- Free admission for member and guest to tour the Stimson-Green Mansion once annually
- Invitations and discounts to the annual conference and special events around the state including our annual business meeting
- A tax deduction - the Washington Trust for Historic Preservation is a 501(c)3 non-profit organization

## ANNUAL MEMBERSHIP LEVELS

### Individual/Household Member

- \$50
- \$75
- \$100 Preservation Contributor
- \$250 Preservation Advocate
- \$500 Preservation Patron
- \$1000 Preservation Circle
- Other \$ \_\_\_\_\_

Students, seniors, and those on a limited income, we graciously appreciate any amount you are comfortable contributing.

### Business/Non-Profit/Government Member

- \$75 (non-profits only)
- \$100 Preservation Contributor
- \$250 Preservation Advocate
- \$500 Preservation Patron
- \$1000 Preservation Circle
- Other \$ \_\_\_\_\_

Corporate sponsorship opportunities are available beginning at \$750. Please contact Julianne Patterson for more information.

## MEMBER INFORMATION

*Please list name(s) as you wish them to appear in our records*

Name: \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_  Yes! I would like to receive e-news

## OTHER GIVING

- In addition to my membership, I am enclosing a gift of \$ \_\_\_\_\_ to help the Trust:
- celebrate 40 years of preservation advocacy by directing my gift to the area of greatest need
  - provide Valerie Sivinski Washington Preserves Fund grants
  - maintain the historic Stimson-Green Mansion
  - other (please specify) \_\_\_\_\_
- My employer will match my gift! Company Name: \_\_\_\_\_ (form enclosed)
- Please send me information about including the Washington Trust in my will or making gifts of stock.

## PAYMENT INFORMATION

- Enclosed is a check payable to the Washington Trust for Historic Preservation
- Please bill my credit card:  Visa  Mastercard
- Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Billing Address (if different from above): \_\_\_\_\_
- Please bill my card monthly: \$ \_\_\_\_\_ (\$5 minimum monthly charge)