

Historic Preservation Commission Guidelines

# BENTON COUNTY HISTORIC PRESERVATION COMMISSION FUND PROGRAM



## Application Guidelines

**Deadline for Submission: 90 days prior to need**

Benton County Historic Preservation Commission  
PO Box 1034  
Bentonville, AR 72712  
[www.bentoncountyar.gov](http://www.bentoncountyar.gov)  
[bentoncountyarhs@gmail.com](mailto:bentoncountyarhs@gmail.com)  
Telephone: (479) 273-3561

Benton County is a Certified Local Government (CLG) in Historic Preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Benton County became a CLG in 1986 by meeting the CLG requirement and administering the County's Historic Preservation Program.

## **ABOUT THE HISTORIC PRESERVATION COMMISSION FUND PROGRAM**

The Benton County Historic Preservation Commission Fund Program is funded through the voluntary taxes paid by Benton County's citizens. The goal of the program is to distribute, throughout Benton County, small, yet meaningful funds to help promote historic preservation.

The Commissioners will accept applications from any citizens within Benton County, AR. Applications that will be considered eligible for assistance to include but not limited to restoration or rehabilitation of historic non-private and public access buildings, markers, cemeteries, to preserve the historic character of buildings & sites within Benton County.

Benton County is committed to a policy of equal opportunity regardless of race, religion, color, national origin, age, sex, physical, mental or sensory disability, or veteran status.

## **ELIGIBLE PROJECTS**

- **Property:** Stabilization, restoration, or rehabilitation of buildings or structures with historical significance in Benton County, Arkansas. Preference will be given to projects that adhere to the standards stated on the [www.nps.gov](http://www.nps.gov) site.
- **Artifacts or Textiles:** Preservation or enhancement of photographs, documents, and/or other materials in Benton County museums, historical societies, and libraries.
- **Signs or Markers:** Historic markers to promote Benton County heritage.
- **Historical Research:** It is encouraged that the research is compiled under the supervision of a Historical Subject Expert who is associated with historical sites, buildings, structures, or objects. Upon completion the project must be housed in a facility open to the general public in Benton County.
- **Public events:** Public events and public programs that promote public awareness of history and/or the cultural heritage of a community within Benton County.

## **FUNDS ARE NOT ELIGIBLE FOR:**

- Performing arts.
- Purchase or rental of equipment.
- Preservation Planning (Condition Assessments and Structural Investigations).
- Attendance at seminars, conferences, or lobbying events.
- General Operating Expenses
- Privately owned buildings, markers, cemeteries without public access.

## **APPLICANT ELIGIBILITY**

- Individuals or entities that own a public access property in Benton County. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.
- Nonprofit organizations, tax-exempt status under IRS 501(c)(3), including museums, historical societies, and other community-based organizations.
- Public agencies including governmental units such as a housing agency, community development agency, school district, or parks department.

## **FUNDING INFORMATION**

- Maximum fund request amounts fall into two categories: 1) Up to \$10,000 for stabilization, restoration or rehabilitation of local buildings or structures; 2) Up to \$2,500 for photographic/document preservation, historic markers, history research, and public events/programming. The commission reserves the right to award higher levels of funding if additional funding is available.
- Matching resources, equal to the requested fund amount, comprised of cash or in-kind donations may be required. While the Commission cannot fund expenses incurred prior to the effective date of the contract, the matching fund portion *may* include project expenses incurred up to six months prior to grant funded project activities.
- Projects funded by the Commission must be free and open to the public. Fund recipients must acknowledge the Benton County Historic Preservation Commission in all publications, media materials, and press releases related to the project. When applicable, include the Benton County logo that will be supplied by Benton County.
- The funded project must be completed in a timely fashion. A new application will be required each calendar year if the project will carry over into multiple calendar years.

## **MAJOR EVALUATION CRITERIA**

1. Quality and significance of the project.
2. Ability for successful project execution.
3. Time urgency and/or level of need.
4. Project sustainability or historical impact.

## **APPLICATION PROCESS**

1. The fund guidelines and blank application forms in an electronic format can be downloaded by going to the Benton County website, [www.bentoncountyar.gov](http://www.bentoncountyar.gov). Supplemental materials required to complete the application packet should accompany the application form.
2. You may be called upon to present the project to the commission.

## **PROJECT EXPECTATIONS**

- Documentation that will be required from the project are to include:
  - Itemized receipts
  - Photos of the project are required before and after the project is completed. Any additional photos of the project during the course of the project are encouraged.

## **BENTON COUNTY HISTORIC PRESERVATION COMMISSION FUND PROGRAM APPLICATION FORM**

Mail Packet to:

Benton County Historical Preservation Commission

PO Box 1034

Bentonville, AR 72712

[bentoncountyarhs@gmail.com](mailto:bentoncountyarhs@gmail.com)

Questions/Comments: (479) 273-3561

*Nothing in this fund program document should be construed to limit the Commission's authority regarding its funds. The Commission reserves the authority to approve or reject funding for any project in any amount, at any time.*

**SECTION 1: APPLICANT INFORMATION (enter N/A where applicable)**

Applicant/Organization Name: \_\_\_\_\_

Applicant/Organization Signature: \_\_\_\_\_

Applicant/Organization Address: (not property in question)

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Owner's Address: (can be property in question)

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Type:

\_\_\_\_\_ Private owner of historic building or structure

\_\_\_\_\_ Non-profit organization

\_\_\_\_\_ Public agency

\_\_\_\_\_ Corporation, partnership, or other legal status

\_\_\_\_\_ Other (Include details: \_\_\_\_\_)

If non-profit, please include a copy of the IRS 501(c)(3) letter of determination.

Fund Amount Requested: \$ \_\_\_\_\_

Matching Funds: \$ \_\_\_\_\_

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