



Demonstration Project Grant Application Checklist

CHECKLIST FOR DEMONSTRATION PROJECT APPLICATIONS

1. APPLICANT COVER LETTER.

2. APPLICATION FORM.

3. ATTACHMENTS.

Please enclose the following items to complete your application (as noted previously in the application form):

- _____ a. Historic Property Inventory Form, if available. (Refer to page 2)
- _____ b. Photos of the property showing overall site, street views, exterior facades and close-up views of original/decorative features, and areas where work is to be performed. (Refer to page 2)
- _____ c. Contractor Estimates for all proposed construction items. One estimate for each item required; two estimates for each item preferred. (Refer to page 3)
- _____ d. Itemized Budget. Complete Appendix A. (Refer to page 3)
- _____ e. Description of Work Items. Complete Appendix B. (Refer to p 4)
- _____ f. Project Financial Information (Refer to page 4)
- _____ g. Drawings / Building Assessments (Refer to page 4)
- _____ h. Professional assessments for structural work. (Refer to page 4).

One original copy of the application should be delivered to the Historic Preservation Office at the following address. Incomplete submittals will be returned to the applicant and will not be reviewed.

City of Phoenix
Planning & Development Department
Historic Preservation Office
200 W. Washington St., 3rd floor
Phoenix, AZ 85003

APPENDIX A. ITEMIZED BUDGET

Project Name: _____

Property Address: _____

Include an itemized project list and budget for proposed project (including items not to be funded with Demonstration Project funds under V.)

I. Demonstration Project - Eligible Construction Items:

<u>Item Name</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount for Eligible Construction Items:	_____

II. Demonstration Project - Eligible Architectural/Engineering Expenses:

Expenses must relate directly to eligible work items (e.g., engineering drawings required to complete needed roof truss repairs). All services must be performed by appropriate licensed professionals.

<u>Item Name</u>	<u>Amount</u>
_____	_____
_____	_____
Total Amount for Eligible Architectural/Engineering Expenses:	_____

III. Total Amount for Eligible Construction and Arch/Eng. Expenses (I. + II.): _____

IV. Eligible Expenses Limited to Funding Caps:

Architectural/engineering expenses (limited to 10% of total eligible project cost in III.):

Total Amount: _____ Percentage of Eligible Project Costs _____

Qualified interior work (limited to 25% of the project's total eligible costs in III.):

Total Amount: _____ Percentage of Eligible Project Costs _____

V. Ineligible Construction Work Items to be Funded by Property Owner

<u>Item Name</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount for Ineligible Construction Items:	_____

APPENDIX B: Narrative Description of Eligible Work Items

Project Name: _____

Property Address: _____

Include narrative descriptions for all itemized work items proposed for Demonstration Project funding in Appendix B. (construction items and architectural/structural expenses). This should include a description of work to be performed and methods to be used.

Name of Work Item: _____

Description:

Name of Work Item: _____

Description:

Name of Work Item: _____

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Name of Work Item: _____

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