



ALABAMA HISTORICAL COMMISSION 2023 HISTORIC SITES GRANT GRANT APPLICATION GUIDELINES

The Alabama Historical Commission (AHC) will administer a \$2,300,000 Grant Program with funds appropriated by the Alabama Legislature in Fiscal Year 2023 (October 1, 2022 – September 30, 2023) for improvements to and educational programming at historic sites in Alabama. Grant amounts will not exceed \$75,000 for any one entity and must be used within two years of receiving the grant.

Incomplete applications will not be reviewed. Applications must have all attachments and information requested (names and contact information of personnel, hours of operation, geographic area served, budgets, E-Verify, Alabama Beason-Hammon Act, attachments, signatures, etc.).

I. ELIGIBLE APPLICANTS

Grants will be awarded to public or non-profit entities who own and operate historic sites in Alabama that reflect an education-based mission and concentrate on educational programming. Preference will be given to properties built before 1840 to 1943 that are listed in or eligible for the National Register of Historic Places, historic school structures, and any property built after 1943 that significantly contributed to the civil rights movement.

II. NON-ELIGIBLE APPLICANTS

Grants will not be awarded to the following: any state agency; any entity receiving funding directly or indirectly from the Education Trust Fund or the General Fund, including the Alabama Historic Rehabilitation Tax Credit Program; or any private or for-profit business or organization.

III. APPLYING FOR FUNDS

Please read these guidelines completely and have all information ready BEFORE you begin the application process. Applicants must complete a 2023 Historic Sites Grant application available at the AHC website, ahc.alabama.gov/Resources/grants.aspx. Complete and sign the application. The authorized official of the organization who has the authority to apply for grants and sign grant agreements for the organization must sign the application. All attachments must be received with the application to be reviewed. The application must retain the format of the original with the order, pagination, and spacing unchanged when printed or reproduced.

IV. Application Components

All applicants must have a Federal Employer Identification Number (FEIN) to be eligible to apply and must submit a completed and signed Certificate of Compliance with the Alabama Beason-Hammon Act, and a copy of the E-Verify Memorandum of Understanding (if the organization has one or more employees). The entire E-Verify MOU must be received.

Nonprofit organizations, in addition to the above forms, are required to submit their entity or charter identification number from the Secretary of State of Alabama or a copy of their tax exemption letter from the Internal Revenue Service. Nonprofit organizations are required to complete, sign and attach a copy of the notarized State of Alabama Disclosure Statement (Required by Act 2001-955). Nonprofit organizations are subject to verification of their non-profit status prior to being evaluated for funding.

If awarded a grant, the organization must register with STAARS, the state's accounting system. <https://procurement.staars.alabama.gov/PRDVSSIXI/AltSelfService>. Contact LaTarra Tetter, Grants Manager, with any questions at 334.230.2680 or grants@ahc.alabama.gov.

IV. ELIGIBLE ACTIVITIES

These funds may be used for improvements to or educational programming at historic sites in Alabama, and for monuments to commemorate historical events and places.

- Eligible activities include, but are not limited to, correcting structural deficiencies; keeping moisture out of the building; repairing or replacing the roof; painting; correcting conditions that pose a safety hazard to the building occupants or to the building itself; making changes necessary to comply with the Americans with Disabilities Act (ADA); repairing or upgrading mechanical systems; removing cemetery vegetation; repairing grave markers; educational programming; interpretive signage; and monuments to commemorate historical events and places. For questions about eligible and ineligible activities, contact LaTarra Tetter at grants@ahc.alabama.gov or 334.230.2680.
- Eligible improvement activities include work to historic buildings that follow the Secretary of the Interior's Standards for Rehabilitation <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>. Work must not alter or remove materials, features, or finishes that are important in defining the building's historic character. Applicants are strongly encouraged to read applicable technical information available at <https://www.nps.gov/tps/how-to-preserve/by-topic.htm>. Published by the National Park Service, these guidelines contain state-of-the-art information about caring for historic buildings. For questions about work that follows the Standards for Rehabilitation, contact Chloe Mercer at Chloe.Mercer@ahc.alabama.gov or 334.230.2669.
- Eligible cemetery projects include cleaning and repairing grave markers, repairing fences, and removing vegetation necessary for cemetery preservation. Work at historic cemeteries must follow good preservation practice <https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation-briefs/48Preserve-Brief-GraveMarkers.pdf>. If the cemetery is 75 years old or older, a cemetery permit will be required from the AHC. Additional guidance about historic cemeteries is available at <https://ahc.alabama.gov/cemeteryprogram.aspx>. For questions about cemetery projects, contact Leanne Waller-Trupp at Leanne.Trupp@ahc.alabama.gov or 334.230.2653.

V. INELIGIBLE ACTIVITIES

Funds may not be used to purchase alcohol, to fund social activities, ceremonies, banquets, entertainment, lobbying, as contributions to endowment funds, personnel, advertising, or to purchase real estate or historic artifacts.

VI. DEADLINE

Applications must be received or postmarked by **4:00 pm on Thursday, June 30, 2022**. If the application is sent, but not received by the AHC in time to be evaluated, the AHC cannot be held responsible. [Emailed](#) applications will be accepted. Incomplete applications will not be reviewed. AHC will announce the grant awards in September 2022.

VI. DISTRIBUTION OF FUNDS

Grant funds will be authorized when the applicant and the AHC have received a fully executed agreement signed by the grantee and AHC's Executive Director. Funds will be distributed in one lump sum. [Semi-annual reports](#) will be required, along with photos of completed project(s). Funds from the grant program may not be expended in cash. **All work funded by this grant program must be completed by September 30, 2025.**

VII. SPECIAL THANKS

The Alabama Historical Commission would appreciate any expression of thanks that grant applicants might give their local legislators for funding this program to help preserve and promote history across our state.

CHECKLIST OF REQUIRED MATERIALS

- [Certificate of Compliance with the Alabama Beason-Hammon Act](#) – all applicants
- [E-Verify Memorandum of Understanding](#)– if organization has one or more employees
- [State of Alabama Disclosure Statement](#) (Required by Act 2001-955) – all applicants
- IRS Tax Exemption Letter – nonprofits, if applicable
- [Completed W-9 form](#) – all applicants
- Current, good quality photographs of the historic site (up to 5) – all applicants
- Completed paper application signed by authorized official only – all applicants

Questions?

Contact LaTarra Tetter, AHC Grants Manager
334.230.2680 / grants@ahc.alabama.gov

DEADLINE JUNE 30, 2022

Applications must be hand-delivered or emailed by 4:00 pm or postmarked by June 30, 2022.

Faxed applications will not be accepted.

Email, Mail, or Hand-Deliver Applications to:

Alabama Historical Commission

Attn: LaTarra Tetter / grants@ahc.alabama.gov

P. O. Box 300900

Montgomery, Alabama 36130-0900

Physical Address:

Alabama Historical Commission

Attn: LaTarra Tetter

468 S. Perry Street

Montgomery, Alabama 36104