

Applications due by 4:00pm  
Thursday, April 16, 2026

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PRESERVE NEW JERSEY  
HISTORIC PRESERVATION FUND  
2026 GRANT APPLICATION  
MUNICIPAL, COUNTY, AND  
REGIONAL PLANNING

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[www.njht.org](http://www.njht.org)  
[njht@dca.nj.gov](mailto:njht@dca.nj.gov)  
(609) 984-0473



## Instructions

All questions with an \* are *required*. Some questions are only required if you gave a certain answer in a previous question. Those are denoted with a +.

Make sure to adhere to the maximum word limits on all questions. You will not be able to enter more than this in the online application, and evaluators will not consider answers that exceed the limit.

All applicants should read the [Grant Guidelines](#) (PDF) carefully before applying. The guidelines include important information about eligible applicants and activities, criteria for evaluation, schedule for review, and more.

In addition to the application, you will need to submit a USB drive with supporting documentation to the New Jersey Historic Trust's office by the application deadline. A Supporting Documents Checklist is included at the end of this application. The end of each section also has a list of supporting documents for that section.

The [Applicant's Governing Body/Board Resolution and Assurances](#) (Word doc) are required as part of Attachment A on the USB drive. [Municipal Consent](#) (Word doc) is required as part of Attachment B from the Mayor of each municipality in the project area.

Whether you are submitting the application online or have been given permission by the New Jersey Historic Trust to submit as a Word document, ***do not wait until the last minute!*** This is a complex application. Start early to avoid missing the deadline.

Applications and USB drives are due to the New Jersey Historic Trust office by **4:00pm on April 16, 2026**, no exceptions.

## Eligibility Statement

The following application is for Municipal, County, and Regional Planning (MCRP) projects. This includes four general types of projects: architectural surveys, design guidelines, historic preservation elements of a municipal or county master plan, and the preparation or revision of a local Historic Preservation Ordinance. For more information on how to determine if your project is a MCRP project, please review the [Grant Guidelines](#) or contact New Jersey Historic Trust staff at 609-984-0473.

To be eligible for this grant program:

- The applicant must be an entity of county, municipal, or state government **OR** a 501(c) tax-exempt organization in compliance with NJ charity registration laws.
- The applicant must have consent of the mayor(s) within the proposed project area to conduct the proposed activities. *The Municipal Consent form must be provided for each municipality within the boundaries of the proposed project area.*
- At least one resource involved in this project must be individually listed or considered eligible for individual listing in the New Jersey or National Register of Historic Places **OR** is a contributing resource to a New Jersey or National Register-listed or eligible historic district.

Make sure to review the [Grant Guidelines](#) for all eligibility criteria and contact New Jersey Historic Trust staff with any questions at 609-984-0473 or [njht@dca.nj.gov](mailto:njht@dca.nj.gov).

## Applicant Information

**Organization Type:\***

- ☐ Entity of County, Municipal, or State Government  
☐ 501(c) Tax Exempt Organization

**Applicant Organization Name:\***

**Organization Mailing Address:\***

**Organization Zip Code:\***

**Organization Website:**

**Organization Socials (Facebook, Instagram, etc.):**

**Federal EIN:\***

*+Required for 501(c) organizations only:*

**[NJ Charitable Registration Number:](#)**

**Primary Contact Person First Name:\***

**Primary Contact Person Last Name:\***

**Primary Contact Person Phone Number:\***

**Primary Contact Person Email:\***

**ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment A – Applicant Information):**

If applicable, provide the following documentation in a folder labeled "Attachment A" on the USB drive:

1. IRS 501(c) Determination Letter (required for non-profit applicants only)
2. [Applicant's Governing Body/ Board Resolution and Assurances](#) (required)
3. Notice of Charities Registration Number (required for non-profit applicants only)

## Municipal Consent

There are no ownership or lease requirements of an MCRP project, however, the applicant must have consent of the mayor(s) within the proposed project area to conduct the proposed activities. Consent shall be provided through a signed Municipal Consent form. The Municipal Consent form can be found at the end of this document.

The Municipal Consent form(s) must be included on the USB drive in Attachment B. A Municipal Consent form must be provided by each municipality within the boundaries of the proposed project area. **Have all necessary Municipal Consent form(s) been signed and included in Attachment B on the USB drive?\***

☐ Yes

☐ No

+Required if Municipal Consent cannot be obtained by the application deadline: Please explain why not and what the timeline is for obtaining it: (250 word max)

### ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment B – Municipal Consent):

If applicable, provide the following documentation in a folder labeled "Attachment B" on the USB drive:

1. [Municipal Consent](#)

## Resource Information & Historic Significance

To be eligible for a MCRP grant, at least one resource involved in the project must either be individually listed or considered eligible for individual listing in the New Jersey or National Register of Historic Places or a contributing resource to a listed or eligible historic district in the New Jersey or National Register of Historic Places by **August 3, 2026**.

To determine a property's register status, visit the [State Historic Preservation Office \(SHPO\) website](#). You can also utilize the [LUCY GIS](#) platform, an online viewer for New Jersey's cultural resources inventory. Some National Register nominations have been digitized and can be found in the [National Park Service database](#). If you still cannot find your property, or have questions about register status only, contact New Jersey Historic Preservation Office at 609-940-4312.

If the property is in a historic district, but not specifically noted as contributing, you must obtain a letter from the State Historic Preservation Office (SHPO) certifying that it is a contributing resource. A certification letter must be requested from the SHPO at least 45 days before the application deadline.

If the property is not listed either individually or as part of a historic district, you must obtain a Certificate of Eligibility (COE) from the State Historic Preservation Office by **August 3, 2026**. For COEs that are 10 years or older, you must obtain an updated certification letter. A certification letter must be requested from the SHPO at least 45 days before the application deadline.

If you have questions about the overall eligibility of your proposed project, contact the New Jersey Historic Trust at 609-984-0473.

Please choose one relevant property or district as the "reference property."

Over time, historic sites may be known by different names. When referencing your property, please use the name provided on the [State Historic Preservation Office \(SHPO\) website](#).

**Property Name, as listed by the SHPO:\***

**Physical property address:\***

**Property City:\***

**Property Zip Code:\***

**Property County:\***

**Provide a link to the property in [Google Maps](#):\***

Please provide a map of the project area with the boundary clearly delineated in Attachment C.

**NJ Legislative District of the property ([find your legislator](#)):\***

**US Congressional District of the property ([find your representative](#)):\***

**What is the register status of the resource? Select all that apply.**

- ☐ Certificate of Eligibility (COE)
- ☐ Individually listed
- ☐ Contributing resource to a historic district
- ☐ New Jersey Register listed
- ☐ National Register listed
- ☐ National Historic Landmark
- ☐ None of the above



## Resource Information & Historic Significance

*+Required if none of the above:* **Please note that in order to be eligible, the reference property must be listed or eligible for listing by August 3, 2026. Please explain what steps will be taken to meet the criteria by the deadline. (250 word max)** *If the application is for an Architectural Survey or a Historic Preservation Element to a municipal or county Master Plan, then the reference property should be potentially eligible for listing, but a Certificate of Eligibility is not required from the State Historic Preservation Office.*

**Give a history of the community's development and planning history. (500 word max)\***

**Identify the historic significance of the resource(s), district, or community and why is it important to preserve? Please include relevant dates, building phases, people, events, etc. (1000 word max)\***

**Describe any structural threat, inappropriate use, or preservation need faced by the resource(s), district, or community – this includes any developmental pressure or financial stressors facing the resource(s), district, or community. If it is endangered, explain the nature of the threats and why they developed. (500 word max)\***

**Give a summary of previous and current historic preservation efforts at the municipal/ county level. Is protection of historic resources explicitly empowered in the municipal master plan? Please identify existing historic preservation planning documents by title and date of adoption. (750 word count)**

### ATTACHMENTS CHECKLIST FOR THIS SECTION

**(Attachment C – Resource Information & Historic Significance):**

If applicable, provide the following documentation in a folder labeled "Attachment C" on the USB drive.

1. The most recent nomination form or eligibility statement for the reference property or historic district. As a reminder, a certification letter must be requested from the SHPO at least 45 days before the application deadline.

If you need a copy of your nomination form, some National Register nominations have been digitized and can be found in the [National Park Service database](#). If your nomination has not been digitized, or your site is not National Register-listed, and you need a copy, contact the New Jersey Historic Preservation Office at (609) 940-4312.

2. Attach a map of the project area with the boundary clearly delineated.
3. Attach any existing planning documents that demonstrates a commitment to historic preservation (municipal or county master plan, local historic district ordinance, existing surveys, etc.).

## Climate Change

If additional resources are needed to complete this section, please refer to the [Climate Change Resources](#) document located on the NJHT website.

**Which of the following climate hazards have the potential to affect the project area based on the county it is located in? ([Risk Index Map](#)) (select all that apply)\***

- ☐ Avalanche
- ☐ Coastal flooding
- ☐ Cold wave
- ☐ Drought
- ☐ Earthquake
- ☐ Hail
- ☐ Heat wave
- ☐ Hurricane
- ☐ Ice storm
- ☐ Landslide
- ☐ Lightning
- ☐ Riverine flooding
- ☐ Strong wind
- ☐ Tornado
- ☐ Tsunami
- ☐ Volcanic activity
- ☐ Wildfire
- ☐ Winter weather
- ☐ None of the above

**How are you factoring climate change into your preservation efforts? How will this project in particular address climate change? (500 word max)\*** *Example: Our Design Guidelines will include a section on adapting resources for the effects of climate change; Our municipal master plan's land use element includes a climate change-related hazard vulnerability assessment.*

**Is the project area located in a flood zone? ([Flood Map](#))\***

- ☐ Yes
- ☐ No
- ☐ Unknown

**Does your municipality participate in the National Flood Insurance Program?** To find out whether your community participates, visit the Community Status Book Report for New Jersey here:

[fema.gov/cis/NJ.html](https://www.fema.gov/cis/NJ.html)

- ☐ Yes
- ☐ No

**+Required if No: Has your municipality considered participating in this national program? If so, what is the reason behind the decision? (50 words max)**

**Has the applicant organization attended any events regarding climate change's effects on cultural resources?\***

- ☐ Yes



## Climate Change

☐ No

+Required if Yes: **List the relevant climate change events attended by the project team members or applicant organization.** *Examples: Rutgers Climate Change Resource Center, American Association for State and Local History, Northeast Regional Climate Center, NJ Cultural Alliance for Response*

## Project Concept & Team

**Project Summary:** (100 word max)\* *Example: Preparation of an intensive level architectural survey for the Westside Historic District.*

**What are the goals of this project? How will this project address the needs of the resources? How will this project support historic preservation efforts in the municipality or region?** (1000 word max)\*

**Explain how the proposed project will be innovative or exemplary.** (100 word max)\*

**Have you reviewed New Jersey's [Certified Local Government Guidelines](#) and the relevant sections of the state's [Municipal Land Use Law](#), and/or contacted the NJ HPO about what standards must be met in your planning project? Explain.** (250 word max)

**What activities are included in this project?** (select all that apply)\*

- ☐ Architectural Survey
- ☐ Historic Preservation element to a municipal or county Master Plan
- ☐ Preparation or revision of a Local Historic Preservation Ordinance
- ☐ Design Guidelines
- ☐ Other

+Required if Architectural Survey is selected: **Please provide a map showing the proposed survey area under Attachment D.**

**Stage of the project (Please note for MCRP grants there is no reimbursement for funds expended prior to the application deadline. Consult the [Grant Guidelines](#) for more information.):\***

- ☐ Project not started yet
- ☐ Preliminary Scope of Work prepared
- ☐ Request for Proposal (RFP) for consultant services prepared
- ☐ Proposals submitted
- ☐ Consultant selected
- ☐ Other:

+Required if consultant selected: **Name of consulting firm:**

**Proposed project schedule including major milestones:**

*Example: Kick-off meeting with selected consultant October 2025*

*Draft Design Guidelines April 2026*

*Final Design Guidelines September 2026*

*Presentation to the Historic Preservation Commission October 2026*

## **Project Concept & Team**

### **ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment D – Scope of Work):**

If applicable, provide the following documentation in a folder labeled "Attachment D" on the USB drive:

1. Scope Statement (Preliminary Scope of Work, Requests For Proposals (RFP), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)
2. Proposed fees and estimates
3. Resume/credentials of proposed and/or selected consultant team
4. For Architectural Surveys only: attach a map showing the proposed survey area

## Archaeology

Please refer to the [Grant Guidelines](#) for additional information regarding the archaeological requirements of the NJHT. Fact sheets are also available on the NJHT website, including [Frequently Asked Archaeology Questions](#) and [Archaeological Survey and Reporting Requirements](#).

**How are you factoring archaeology into your management of the project area? (300 words max)\***

*Example: We are preparing a historic preservation element of our Master Plan which will include a section specific to archaeological resources. We will hire a qualified professional archaeologist to complete this section.*

**Have archaeological investigations been conducted within the project area in the past?**

- ☐ Yes
- ☐ No
- ☐ Unknown

+Required if Yes: List the archaeological investigations that have been completed within the project area in the past, including the year and title of the resulting report(s). (200 words max)

**Is ground disturbing activity currently planned or being considered for the future within the project area?\***

- ☐ Yes
- ☐ No

+Required if Yes: Please describe the planned or potential ground disturbing activity. (150 words max.)

**Is an archaeological investigation planned as part of this project? (Please note that archaeological monitoring must be substantiated by the results of prior archaeological investigation and/or documented disturbance, and must be accompanied by an [Archaeological Monitoring Protocol](#) to be included in construction documents and specifications as appropriate.) \***

- ☐ Yes
- ☐ No
- ☐ Unknown

+Required if Yes: **What level of archaeological investigation is proposed?** (150 words max) *Example: We have included the preparation of an Archaeological Management Plan in the project.*

+Required if No or Unknown: **Please explain why the project may not include archaeological survey.**

### **ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment D – Scope of Work):**

If archaeology is being considered, provide the following documentation in a folder labeled "Attachment D" on the USB drive:

1. Scope Statement (Preliminary Scope of Work, Requests For Proposals (RFP), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)
2. Proposed fees and estimates
3. Resume/credentials of proposed and/or selected consultant team

## Project Budget

For MCRP grants, “match expended,” meaning work that is completed prior to the application deadline of April 16, 2026, is **not** eligible for reimbursement.

Matching funds derived from other Corporate Business Tax (CBT) funded projects, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units. If Federal funds are used as a match, additional documentation may be required.

**Download and complete the [Project Expenditure Worksheet](#) and include it on Attachment E.**

*Please enter all dollar amounts using the format \$X,000 and round to the nearest whole number, no cents.*

**Total project cost:\***

**Grant request** (no more than 75% of the total project cost not to exceed \$75,000):\*

**Match required to complete project** (subtract grant request from total project cost):\*

**Amount of match already raised** (match in-hand):\*

**Remaining match needed** (subtract match in-hand from match required to complete project):\*

### **ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment E – Project Budget):**

If applicable, include the following documentation in a folder labeled "Attachment E" on the USB drive:

1. [Project Expenditure Worksheet](#)

## Organizational Ability

**Does your municipality or county have a Historic Preservation Commission or Advisory Committee? Please describe whether it is advisory or regulatory in nature. How many members are on the commission and how many vacancies exist? Does the commission have a dedicated staff member? (250 word max)**

**For non-profit applicants only: Describe your organization, its mission, and the audience it reaches. Explain the relationship of this proposed project to your mission or programing. (500 word max)\***

**Explain how the proposed project will promote conscientious stewardship and maintenance of historic resources by private owners. What will be the role of stakeholder groups such as historical societies, homeowners' associations, historic preservation commissions, civic associations, and/or main street organizations? (500 word max)\***

**Have any staff, board, volunteers, or project team members attended the following professional development activities in the past 2 years? Select all that apply.**

- ☐ New Jersey Historic Trust & New Jersey Historical Commission Best Practices Workshops
- ☐ New Jersey History & Historic Preservation Conference
- ☐ Historic Preservation Commission Trainings
- ☐ Continuing Education in Historic Preservation classes at Rutgers Camden (M.A.R.C.H)
- ☐ Other

**Who will be managing this project? List their names, their relationship to the organization, and their role in the project. List any relevant examples of grants managed by the organization in the past five years. (250 word max)\***

**Does your organization currently have any open grants with the New Jersey Historic Trust?\***

- ☐ Yes
- ☐ No

**+Required if Yes: Explain the status of your open grants and how your organization has the capacity to manage more than one open grant at a time. (100 word max)**

**List any relevant examples of the organization's experience working with consultants. Include the firm name, service provided, contract amount, project start and end date, and project manager. (100 word max)\***

**If applicable, explain how you will raise the remaining matching funds needed for this proposed project. (500 word max)**

**For non-profit applicants only: List any recent relevant examples of the organization's experience with successful fundraising campaigns including approximate amounts raised and/or any upcoming planned fundraising campaigns including goal amounts. (250 word max)\***

*Example:*

*Capital campaign – Roof replacement:*

*Fall 2023 Halloween Ghost Tours - \$7,500*

*Summer 2024 Fireworks Festival - \$10,000*

*Winter 2024 Holiday Gala - (Upcoming, Goal \$30,000)*

*Spring 2025 Home and Garden Tours - (Planned, Goal \$10,000)*

## **Organizational Ability**

### **ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment F – Organizational Ability):**

If applicable, include the following documentation in a folder labeled "Attachment E" on the USB drive:

1. List local Historic Preservation Commission or Advisory Committee members including name, title, and term expiration date.
2. Resume/credentials of project manager/project team
3. Documentation of match-in-hand
  - Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
  - County or municipal government applicants must provide a governing body resolution committing specific matching funds
4. Organization's current year-to-date balance sheet showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only)



## Public Benefit

Is the MCRP project located within a Certified Local Government (CLG) municipality? ([List of CLGs](#))\*

- ☐ Yes  
☐ No

**State and Federal Initiatives – check all that apply. Click the links for more information and to see if your project area is part of the initiative.**

- ☐ [National Park Initiatives](#)  
☐ [Scenic Byway](#)  
☐ [Coastal Heritage Trail](#)  
☐ [New Jersey Women's Heritage Trail](#)  
☐ [Delaware River Heritage Trail](#)  
☐ [Federal Opportunity Zone](#)  
☐ [Urban Enterprise Zone](#)  
☐ [Transit Village](#)  
☐ [Journey Through Jersey](#)  
☐ [Main Street Community](#)  
☐ [Crossroads of the American Revolution Heritage Area](#)  
☐ [RevNJ Proud Partner](#)

**What advisory and/or educational programming does the applicant currently offer to private property owners to promote historic preservation best practices? (500 word max)\***

**How will the project increase public participation in the organization's historic preservation efforts and in the preservation planning process? How will it increase awareness of the community's history and its relation to the region or state? (500 word max)\***

**Explain the level of community involvement and support the project has received thus far. Was the project idea initially developed by a government agency or by an external constituent group? (500 word max)\***

**Provide details of the applicant's public outreach to the community regarding the proposed project. List dates of community meetings and approximate number of attendees. Meeting flyers, agendas, sign-in sheets, or meeting notes can be included as supporting documents demonstrating community support/engagement in Attachment G. (500 word max)\***

The [New Jersey Comprehensive Statewide Historic Preservation Plan](#) identifies the following five goals to guide historic preservation efforts in New Jersey:

1. Use historic preservation as a tool to strengthen and revitalize New Jersey's state and local economies in a sustainable manner.
2. Increase stewardship, support, and educational opportunities to protect the authentic places that tell the stories of New Jerseyans.
3. Foster a diverse, equitable, inclusive, and accessible preservation movement.
4. Increase integration of historic preservation into disaster planning and resilience.

## Public Benefit

5. Connect historic preservation to community planning efforts and strengthen local preservation.

**Which of the above goals will be met by your proposed project and how? (500 word max)\***

Special consideration will be given to grant proposals that address the following themes:

**Underrepresented Histories.** In keeping with the [New Jersey Comprehensive Statewide Historic Preservation Plan](#) (2023-2028), the New Jersey Historic Trust (NJHT) seeks to expand representation of marginalized groups and empower meaningful involvement of minority constituencies in the identification, preservation, and interpretation of historic resources. NJHT encourages applications demonstrating efforts and/or initiatives that consider and engage with underrepresented histories including, but not limited to, Black history, civil rights history, women's history, disability history, Indigenous history, Latinx history, LGBTQ+ history, or the history of any marginalized group. To learn more about the initiative, [click here](#).

**Climate Resiliency.** In the age of climate change, New Jersey's historic resources are under increased threat from stronger weather patterns that have caused high winds, widespread flooding, and even forest fires across the state. Yet, despite these threats, New Jersey's historic sites can endure if climate change is considered an essential part of stewardship and education. The needs of sites with resiliency associations are as varied and numerous as the sites themselves, hence the goal of this initiative is to address those needs holistically using any of the activities eligible for the Preserve New Jersey grant program. To be considered for the special initiative, the scope of the proposed project needs to demonstrate efforts to plan for, adapt to, mitigate, or interpret the effects of climate change at a historic site. To learn more about the initiative, [click here](#).

**Cultural Landscapes.** Cultural landscapes as defined by the National Parks Service are landscapes that have significance in American history and authenticity to a historic time period. The components of cultural landscapes include human-modified ecosystems such as forests, prairies, rivers and shores; as well as constructed works, such as mounds, terraces, structures, gardens, farm steads and other modified landscape features. These cultural landscapes encompass a wide range of features and stories, and their needs are as varied as the landscapes themselves. The goal of this initiative is to address the physical features of landscapes using any of the activities eligible for the Preserve New Jersey Historic Preservation Fund grant program (preservation, restoration, rehabilitation and reconstruction). To learn more about the initiative, [click here](#).

**Does your project address either of these themes? (select all that apply)**

- ☐ Underrepresented Histories
- ☐ Climate Resiliency
- ☐ Cultural Landscapes

**+Required if Yes: Please explain how your project addresses the special initiative(s). (500 word max)**

## **Public Benefit**

### **ATTACHMENTS CHECKLIST FOR THIS SECTION (Attachment G – Public Benefit):**

If applicable, include the following documentation in a folder labeled "Attachment F" on the USB drive:

1. Letters of Support

- Letters of Support from property owners, residents, business owners, etc. Legislative Letters of Support

2. Documentation of community support/engagement such as press releases, news articles, flyers, programs, public meeting agendas, sign-in sheets, and resolutions, etc. This includes documentation that supports your efforts to participate in the special initiatives.

## Supporting Documents Checklist - MCRP

Below is a list of all supporting documents that should be included on your USB drive (note that some attachments are required while others may not apply to you). Please organize all supporting documents into corresponding folders labeled by Attachment. You must also include a table of contents that lists all documents included on the USB. Below is a checklist of all documents that should be included as well as a screenshot of how the documents should be organized.

Check off all the documents that you have included:

- ☐ Table of Contents

### **Attachment A – Applicant Information**

- ☐ IRS 501(c) Determination Letter
- ☐ [Applicant's Governing Body/ Board Resolution and Assurances](#)
- ☐ Notice of Charities Registration Number (required for non-profit applicants only)
- ☐ None of the above

### **Attachment B – Municipal Consent**

- ☐ [Municipal Consent form\(s\)](#)
- ☐ None of the above

### **Attachment C – Resource Information & Historic Significance**

- ☐ Most recent nomination form or eligibility statement
- ☐ If the property is individually listed in the State or New Jersey Register of Historic Places, include a copy of the **complete** nomination form (not just the HPO list showing that your resource is listed in the State or National Registers). OR
  - ☐ If the property is included in a historic district listing as contributing to the district, include all relevant pages of the nomination form. If the property is located in a historic district, but not specifically noted as contributing, submit all relevant pages and a letter from the State Historic Preservation Office (SHPO) certifying that it is a contributing resource. A certification letter must be requested from the SHPO **at least 45 days before** the application deadline. OR
  - ☐ If the property is not listed in the State or New Jersey Register of Historic Places, include a letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.
  - ☐ If the Certificate of Eligibility (COE) is 10 years or older, include an updated letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.
- ☐ Attach any existing planning documents that demonstrate a commitment to historic preservation (Municipal and/or County Master Plan, local historic district ordinance, existing surveys, etc.)
- ☐ Attach a map of the project area with the boundary clearly delineated
- ☐ None of the above

## **Supporting Documents Checklist - MCRP**

### **Attachment D – Scope of Work**

- ☐ Scope Statement (Preliminary Scope of Work, Requests for Proposals (RFPs), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)
- ☐ Proposed fees and estimates, including archaeology if applicable
- ☐ Resume/credentials of proposed and/or selected consultant team
- ☐ For Architectural Surveys only: attach a map showing the proposed survey area
- ☐ None of the above

### **Attachment E – Project Budget**

- ☐ [Project Expenditure Worksheet](#)

### **Attachment F – Organizational Ability**

- ☐ Resume/Credentials of Project Manager/Project Team
- ☐ Documentation of match in-hand
  - ☐ Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
  - ☐ County or municipal government applicants must provide a governing body resolution committing specific matching funds
- ☐ Organization's current year-to-date balance sheet showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only)
- ☐ Attach a list of Historic Preservation Commission or Advisory Committee members including name, title, and term expiration date. Include any vacancies.
- ☐ None of the above

### **Attachment G – Public Benefit**

- ☐ Letters of Support
  - ☐ Letters of Support from property owners, residents, business owners, etc.
  - ☐ Legislative Letters of Support
- ☐ Documentation of community support/engagement (press releases, news articles, flyers, programs, public meeting agendas, sign-in sheets, resolutions, etc.) This includes documentation that supports your efforts to participate in the special initiatives.
- ☐ None of the above

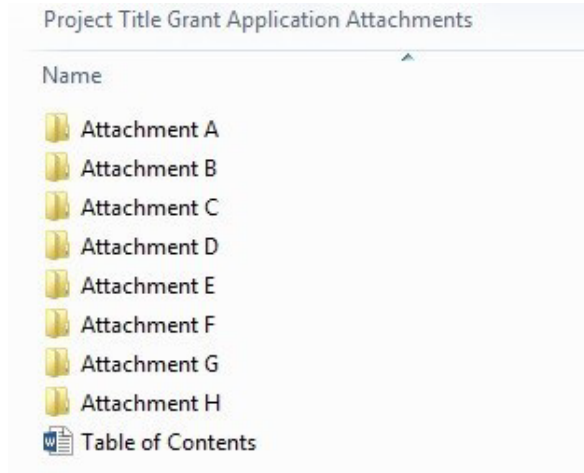
### **Attachment H – Photographs**

- ☐ Labeled Photos and Photo Identification Sheet (photographs must be uploaded as JPEG files, not as PDFs)
  - ☐ Photo Identification Sheet that identifies the included photos by number and briefly describes each photograph
  - ☐ Photographs showing streetscapes of the project area
  - ☐ Photograph of the resource as a whole (i.e., an overall shot that shows the resource in its context or setting)
  - ☐ Photographs of the resources in the project area
- ☐ Any additional miscellaneous documents (including any completed research that supports the project request)
- ☐ None of the above

## Supporting Documents Checklist - MCRP

### Sample Screenshot of how the USB Folders should be organized:

\* Please only label the attachment folders as shown below (Attachment A, Attachment B, etc.). Do not use additional information to label the Attachment folders.



## **Applicant's Governing Body/Board Resolution and Assurances (required)**

The governing body/board authorizes submission of this application for assistance from the New Jersey Historic Trust.

The governing body/board further authorizes \_\_\_\_\_ ( Name and title of person) to complete and sign application documents on behalf of the organization.

The governing body/board further authorizes that, if awarded the grant, matching funds in the amount of \$ \_\_\_\_\_ are committed to complete this project within the required time frame.

The governing body/board further resolves and acknowledges:

- a. The facts, figures and information contained in this application, including all attachments, are true and correct;
- b. Any funds received will be expended in accord with the terms and conditions of N.J.A.C. 5:101 and the grant agreement to be executed with the New Jersey Historic Trust; and
- c. The organization agrees to abide by the time frame set forth in the grant guidelines.

Introduces and passed  (date) \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved on this date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Board Chair, Mayor, or Commissioner Director)

Typed Name and Title: \_\_\_\_\_

Attested: \_\_\_\_\_  
(Signature of Municipal or County Clerk or Board Secretary)

Name & Title \_\_\_\_\_



## **Municipal, County, and Regional Planning Municipal Consent**

**NOTE: The Municipal Consent form must be provided by each municipality within the boundaries of the proposed project area.**

The mayor certifies that:

1. He/she understands the purpose and proposed scope of work of this application and agrees to its submission to the New Jersey Historic Trust.

Signature of Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name & Title: \_\_\_\_\_

Municipality: \_\_\_\_\_