



HALS

Historic American Landscape Survey
Northern California Chapter
444 17th Street, Oakland, CA 94612
Telephone: 510/465-1284

HALS/CA Grant Application

Policy for Awarding Funds

Funds received as grants or donations will be used for Historic American Landscapes Survey documentation purposes. Applicants for funds must be members of the Historic American Landscapes Survey for Northern California (HALS/CA). HALS/CA members may request funding in conjunction with non-HALS/CA members. Members of HALS/CA will conduct projects, and funds may be dispersed to non-members who perform services for an approved project. Grant opportunities will be announced through the group's listserv as funds become available.

Grants in the amount of \$5000 or less may be awarded by a majority vote of the grants committee (2 members of a three-person committee) without a formal proposal. For amounts over \$5000 the committee will solicit proposals from the membership via the group listserv and select from those who respond. Applicants will use the standard form included below. Grant Committee votes may be taken by email or in a meeting. The grant recipient, in cooperation with the HALS/CA president or committee, will prepare an agreement; the recipient and the HALS/CA president will sign the agreement.

Any documentation must conform to the National Park Service *HALS Guidelines*. Grant recipients are also required to complete a HALS inventory form describing their project.

For projects that require consultant services, at least three (3) competitive bids/quotes must be obtained for any procurement of services that exceed \$10,000. This provision applies only to portions of the project supported by HALS/CA grant funds. Grant recipients must include appropriate acknowledgement of Historic American Landscapes Survey for Northern California financial support in all printed materials generated for the project.

Within one year from the grant disbursement date, a final report and financial accounting of the expenditure of the grants must be submitted. If the project is not completed in accordance with the contract, the grant funds must be returned. Funds will be disbursed via a fiscal agent agreement with the American Society of Landscape Architects; grant recipients are required to sign a contract agreeing to the conditions of the program.

Eligible Activities

Projects (not funding) require approval of the majority of those attending a HALS/CA meeting where a project is presented. Projects are limited to the documentation of historic properties, or properties of cultural value. Documentation may include some or all of the following: photographic documentation, physical documentation recorded with drawings and/or written descriptions, and written or oral histories.

Eligible Expenses

Fees for consultant services
Mailing costs for gathering or disbursing materials
Materials and services such as printing, photographs, telephone, and supplies.

HALS/CA GRANT Application Form

1. Name of Applicant: _____

Address: _____ City: _____ Zip: _____

E-Mail Address: _____

Telephone: _____

(**Project** refers to the specific activity for which funding is being requested.)

Name of Project: _____

Date(s) project will occur: _____

Project Location: _____

City: _____

County: _____ State: _____

(Use as much space as you require – additional pages are okay)

Project Description

HALS/CA Grant Application

If applicant does not own the property, describe the owner's involvement with the project and include a letter of consent from the owner.

Describe the project site and explain its significance (architectural/cultural/historical).

Describe the site's current use.

Describe the consultant services and skills needed to carry out the project. Indicate if a consultant has been chosen.

Certification

Applicant or a duly authorized representative of the applicant:

I am submitting this request for a HALS/CA grant.

Name: _____

Title: _____

Signature: _____ Date: _____

Grants may be submitted to any member of the Grants Group-HALS/CA :

Janet Gracyk, 145 Keller Street, Petaluma, CA 94952. Gracyk707@gmail.com

Diane Einstein, 823 Wood Lane, Petaluma, CA 94954. einersgal@aol.com

Ellen Johnck, Bay Planning Coalition, 10 Lombard street, Suite 408. San Francisco, CA 94111.
Ellen_johnck@yahoo.com