BERGEN COUNTY
HISTORIC PRESERVATION TRUST FUND GRANT PROGRAM
of the
Bergen County Open Space, Recreation, Floodplain Protection,
Farmland and Historic Preservation Trust Fund

APPLICANT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, review the following checklist. Keep in mind that depending on your project, additional information and attachments may be required. Do not return this form with the application. 2025 Historic Preservation Grant Applications are due by **Friday, April 25th, 2025 by 4:30pm**.

FOR ALL APPLICATIONS THE FOLLOWING ARE REQUIRED:

> Completed application
> Attachment A – Owner Assurances and Lease
> Attachment D – New Jersey or National Register of Historic Places status
> Attachment E -Photographs – digital, with each photo clearly labeled and dated
> Attachment F – Long-range Maintenance Plan and Budget
> Attachment G – Resumes of Consultant and/or Contractor's personnel
> Attachment H – Americans with Disabilities Act compliance
> Attachment I – Fire Suppression Plan
> Attachment J– Documentation of Available Match
> Attachment K – Long-range Plan
> Attachment L - Public Hearing Advertisement as Published
> Attachment M - Public Hearing Minutes (portion if part of a larger meeting)
> Map(s) - (8 1/2 x 11) Include a site plan if the project is part of a complex of historic properties.
> Supporting documentation as required which may include but are not limited to:
>> o   Preservation Plans
>> o   Historic Structure Reports
>> o   National Register forms
>> o   Construction manuals
>> o   Construction design drawings
>> o   Certificate of Eligibility
>> o   RFP or Scope of Services

FOR NON-PROFIT ORGANIZATIONS, ALSO INCLUDE:

- ☐ Attachment B – Organizational Information
- ☐ Attachment C – Applicant's Personnel
- ☐ Organization's By-Laws
- ☐ Proof of qualification as a charitable conservancy
- ☐ Most Recent financial audit
- ☐ Resolution of Acknowledgment from the municipality in which the project is located

THIS PAGE IS FOR THE APPLICANT'S USE. DO NOT RETURN WITH APPLICATION.