



Council on  
the Arts



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# 2024 Preserve New York Grant Guidelines

Preserve New York is a regrant partnership of the New York State Council on the Arts (NYSCA) and the Preservation League of NYS made possible with the support of the Office of the Governor and the New York State Legislature, with generous additional support provided by The Robert David Lion Gardiner Foundation.

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## Summary

Preserve New York helps fund historic preservation planning projects: historic structure reports, condition reports, cultural landscape reports, and cultural resource surveys. This program funds consulting reports only and will not fund capital repairs or construction costs, architectural plans and specifications, schematic designs, or construction documents.

## Eligible Applicants

Nonprofit arts and cultural organizations with 501(c)(3) status are eligible to apply for historic structure reports, building condition reports, and cultural landscape reports. Applicants for cultural resource surveys may be nonprofit arts and cultural organizations or other nonprofits with 501(c)(3) status or units of local government. State agencies, groups that steward state-owned buildings, NYS-owned sites, religious institutions, school districts, and private property owners are **not** eligible to apply.

Eligible groups may apply for only one project per grant cycle. Applicants who previously received PNY or TAG funding must have successfully completed their projects to be eligible for the 2024 grant round. As a NYSCA regrant program, Preserve New York is the only opportunity funded by NYSCA for historic preservation planning projects.

*See Funding Priorities on the next page for information on projects and applicants that will receive priority consideration.*

## Eligible Projects

Preserve New York grants only fund historic structure reports, building condition reports, cultural landscape reports, and cultural resource surveys. The PNY program is not able to provide any capital or “bricks and mortar” funding. Preserve New York does not fund architectural plans, specifications, schematic designs, or other construction documents. If you are seeking funding for capital support, please see the NYSCA grant guidelines online at [www.arts.ny.gov](http://www.arts.ny.gov). Preservation League staff can also advise on other funding sources.

For 2024: For site-specific report projects (historic structure, building condition, or cultural landscape reports), the current or proposed use of the resource must be for arts and cultural purposes. In addition, the nonprofit arts and culture applicant must own or have a long-term lease (at least 6 years remaining at the time of application) on the building or resource that is the subject of the application. In the case of a lease, the owner must also be a 501(c)(3) nonprofit or municipality. Properties owned by private individuals but leased by nonprofit groups or municipalities are not eligible for this program.

## Funding Priorities for 2024

Applications that meet one or more of the funding priorities listed below will receive priority consideration.

- For all project types, projects that identify and preserve histories, places, and culture associated with underrepresented communities and/or that address issues of social justice, diversity, equity, access, and inclusion (see text at right for an explanation of underrepresented communities, as defined by NYSCA).
- For all project types, projects that respond to challenges created by climate change.
- For cultural resource surveys only, while not required for eligibility, projects that include buildings/sites with arts and cultural programming as their primary use and applicants that are nonprofit arts and cultural organizations will receive priority consideration.

*The Preservation League and its regrant partner, the New York State Council on the Arts, embrace the widest spectrum of cultural expression and artistic pluralism and encourage funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). NYSCA interprets underrepresented communities as including, but not limited to: African American/Caribbean, Latinx/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; People in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA+ communities; neurodiverse communities; underserved older adults; veterans; low income and unhoused populations; as well as justice involved juveniles and adults.*

# Project Definitions

**Historic Structure Reports:** A historic structure report (HSR) is a comprehensive building documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project. An HSR provides documentary, graphic, and physical information about a property's history and existing condition. An HSR also addresses management or owner goals for the use, re-use, or interpretation of the property. A complete historic structure report should include:

- a description of the building's history, including its occupants
- a building construction chronology
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation, or treatment
- preliminary cost estimates
- may also include a specialized conservation study (e.g., paint analysis)

***For more information on historic structure reports, see the National Park Service's Preservation Brief 43, [The Preparation and Use of Historic Structure Reports](#).***

**Condition Reports:** A condition report, like a historic structure report, is a comprehensive document that provides a thorough understanding of condition issues and how to address them. A condition report can be useful in a maintenance plan or as a roadmap for a larger rehabilitation project. A condition report should include:

- an architectural analysis of the resource's overall current condition (interior and/or exterior); can include consultation by a structural engineer if necessary
- illustrations, either drawings (may include sketches and measured drawings) or photographs
- prioritized recommendations for the resource's restoration, rehabilitation, or treatment
- preliminary cost estimates for repairs

***For more information on condition reports, see the National Center for Preservation Technology and Training's [website](#).***

**Cultural Landscape Reports:** A cultural landscape report (CLR) is a comprehensive landscape documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project. A complete CLR should include, at a minimum:

- a description of the historic/physical development of the landscape
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation, or treatment
- preliminary cost estimates

## Project Definitions cont.

*For more information on cultural landscape reports, see the National Park Service's Preservation Brief 36, [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes](#).*

**Cultural Resource Surveys:** A cultural resource survey identifies, assesses, and recognizes historic buildings, structures, and areas. A survey is undertaken when creating historic districts or otherwise planning for the preservation and revitalization of a historic area. A survey may be defined geographically (e.g., a downtown commercial district or an entire village) or thematically (e.g., barns or canal-related buildings throughout a town). Depending on the project goals and how much survey work has been completed previously, support may be available for the preparation of:

- broad historic overview and existing conditions statements
- detailed descriptions of the historic buildings and sites within the survey area
- statements of historic and architectural significance
- photographs and maps
- nominations for local, state, and national historic designation

**Please note that Preserve NY does not fund archaeological surveys.**

*For survey projects and National Register Nominations, please call the Community Preservation Services Bureau of the State Historic Preservation Office (SHPO) to discuss your project before applying. To find your representative staff person, please visit the SHPO website [contact page](#), or call Chelsea Towers, Survey and National Register Unit Coordinator, 518.268.2129.*

*For information about the National Register, please visit the [National Park Service website](#). The National Park Service has links to all of its National Register informational Bulletins and Brochures, listed [here](#). These brochures range from the basics on how to apply the National Register Criteria for Evaluation, to guides on evaluating and documenting many different types of cultural resources.*

### **Use of Funds**

The Preserve New York grant program is intended to support the direct consultant costs of carrying out the types of projects described above. These can include consultant fees and in-state travel, photography, report production costs, and other associated expenses. Grant funds cannot be used toward applicant staff time or overhead costs or to reimburse project expenses already incurred.

## Grant Awards

Grants are likely to range between \$5,000 and \$14,000, although we have awarded Preserve New York grants as low as \$2,000 and as high as \$20,000.

Applicants must contribute at least 20% of the project cost as a cash match. In-kind services and staff time do not count toward the match requirement. The Preservation League and NYSCA expect to see **a project budget that reflects the applicant's meaningful commitment to the project**. The consultant fee should reflect the applicant's understanding of the value of these professional services. Please note that this program may not be able to fully fund the grant amounts requested.

## Grant Application Review Process

Applications are evaluated based on the model of our partner organization, the New York State Council on the Arts. An independent review panel scores applications on three criteria:

### 1. **Historic Preservation and Project Quality, as demonstrated by:**

- The architectural and historic significance of the historic resource(s)
- The appropriateness of the project, budget, and consultant(s)
- The likelihood that significant restoration or planning work will result

### 2. **Fiscal and Managerial, as demonstrated by:**

- The applicant's overall organizational budget
- The applicant's ability to carry out the project within a stated schedule
- The applicant's ability to raise sufficient funds to complete the project
- How this project fits with the applicant's long-term or strategic plan
- Submission of a complete and compelling grant application

### 3. **Service to the Public, as demonstrated by:**

- For site-specific projects (HSRs, CLRs, and condition reports):
  - Public interpretation of the building/resource's architectural and historic significance
  - Public access to the historic resource
- For Cultural Resource Surveys:
  - Benefit to a community/neighborhood and clear connection to an arts/cultural resource
- For all projects:
  - The degree of local project support
  - Service to underrepresented communities (see Funding Priorities above for definition). This can include projects that identify and preserve histories, places, and culture associated with underrepresented communities; and projects that address issues of social justice, diversity, equity, inclusion, and access

## **Application Process and Deadlines**

The application process is entirely online. Prospective applicants must first complete a pre-application at [preservenys.org/preserve-new-york](https://preservenys.org/preserve-new-york) to determine eligibility and receive the full application link. **The pre-application is available until 5:00 p.m. on Friday, March 22, 2024 and the deadline to submit final applications is 5:00 p.m. on Friday, March 29, 2024.** Applicants will be notified by email approximately 12 weeks after the application deadline.

## **Applicant Responsibilities and Final Report**

The successful applicant must:

1. Sign and submit the grant contract and consultant agreement before grant funds can be released.
2. Complete their project within one year of the contract date.
3. Submit an electronic copy of the final product to the Preservation League of New York State at [grants@preservenys.org](mailto:grants@preservenys.org) to close the grant process.

**Questions?** Free grant webinars and workshops will take place in the weeks leading up to the grant deadline. Register to attend at [preservenys.org/preserve-new-york](https://preservenys.org/preserve-new-york)

For further questions, contact Janna Rudler, Grants and Technical Services Manager, 518.462.5658 x10 or [jrudler@preservenys.org](mailto:jrudler@preservenys.org).

Find a list of previously awarded PNY projects, at [preservenys.org/pny-recipients](https://preservenys.org/pny-recipients)

### **About the Preservation League of New York State**

Founded in 1974, the Preservation League of NYS empowers all New Yorkers to use historic preservation to revitalize their communities, protect their heritage, and build a sustainable future. Providing a united voice for historic preservation, the League champions the essential role of preservation in community revitalization, sustainable economic growth, and the protection of our historic buildings and landscapes in communities both large and small throughout New York State.

### **About the New York State Council on the Arts**

The mission of the New York State Council on the Arts is to foster and advance the full breadth of New York State's arts, culture, and creativity for all. To support the ongoing recovery of the arts across New York State, the Council on the Arts will award \$127 million in FY 2024. The Council on the Arts further advances New York's creative culture by convening leaders in the field and providing organizational and professional development opportunities and informational resources. Created by Governor Nelson Rockefeller in 1960 and continued with the support of Governor Kathy Hochul and the New York State Legislature, the Council is an agency that is part of the Executive Branch. For more information on NYSCA, please visit [www.arts.ny.gov](http://www.arts.ny.gov), and follow NYSCA's [Facebook](#) page, Twitter [@NYSCArts](#) and Instagram [@NYSCouncilontheArts](#)

### **About the Robert David Lion Gardiner Foundation**

The Robert David Lion Gardiner Foundation, established in 1987, primarily supports the study of Long Island history and its role in the American experience.