

O'Connor Fund/KHPC Grant Program

Application Submission Check List

The O'Connor Fund for Historic Preservation



KHPC
Kalamazoo Historic
Preservation Commission

Before submitting an application, all following items must be completed and attached as indicated. All boxes must be checked before submitting the application. This application submission check list must also be submitted.

___ Reviewed all steps of the application process

Reviewed ALL Pre-Application materials including:

- ___ Eligible Project Types
- ___ Historic designation status
- ___ Secretary of Interior's Standards for Rehabilitation
- ___ Other Eligibility Requirements, including Location, Ownership and Occupancy as required
- ___ Alignment of Imagine Kalamazoo & State/SHPO Work Plans
- ___ Grant Scoring Rubric
- ___ Conditions Sheet
- ___ Sample Preservation Agreement for your project type
- ___ And others as needed

___ Answered ALL questions on the application

Attached all of the below items:

- ___ Budget Summary
- ___ Financial Statement
- ___ Minimum 2 Contractor's quotes, no more than 6 months old
- ___ Proof of non-profit status
- ___ Required photos, according to project type
- ___ Optional additional project information
- ___ Optional Letters of support (Maximum of 3)
- ___ **This completed Check List**