

# Castlewood Historical Society

## Gaylord Hoftiezer Endowment Grant Application

Castlewood Historical Society Board of Directors reviews all applications.  
Please read the attached Policy Guidelines and provide information requested below.

### APPLICANT DETAILS:

Organization / Business

Contact Name

Address

Phone Number

City State Zip Code

Email Address

EIN/Tax ID #

### PROPERTY ADDRESS:

Property Address

City State Zip Code

### OWNER OF PROPERTY (Complete only if different from that of applicant)

Name

Phone Number

Address

Email Address

City State Zip Code

### PROJECT DETAILS

PROJECT NAME

PROJECT BEING DATE

PROJECT END DATE





By signing below, I certify that above information is correct. I further agree to a public announcement about any grant that may be awarded.

\_\_\_\_\_  
Applicant / Title (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Mail completed application and supplemental information to:**

**Castlewood Historical Society  
PO Box 45  
Castlewood, SD 57223**

# GAYLORD HOFTIEZER ENDOWMENT GRANTS

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## **Policy Guidelines**

### **GRANT DEFINITION**

Gaylord Hoftiezer Endowment Grants are funded by the Castlewood Historical Society from proceeds of the Gaylord Hoftiezer Endowment Fund. Grants are given to projects that retain, restore, or rehabilitate historic buildings and structures in Castlewood, South Dakota for commercial or public purposes. Accepted form of delivery is by U.S. mail. Keep a copy of all materials you submit for your records.

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period.

The purpose of Gaylord Hoftiezer Endowment Grants is to promote the preservation of historic sites, buildings, and properties in Castlewood, with priority given to Main Street businesses. Often the expense of such preservation projects may discourage owners and managers from undertaking necessary projects and may result in a lower quality of craftsmanship. The purpose of this grant fund is to assist and encourage property owners and managers to restore and protect their properties in a historically significant manner.

The availability of funds for projects will be determined on a case-by-case basis. Total funds available for grant distribution will vary from year to year.

### **MATCHING REQUIREMENTS**

Grants are awarded on a 30% / 70% cost sharing basis with the project sponsor paying 30% of total project cost and the Gaylord Hoftiezer Endowment Grant providing 70% of the total project cost. Cash payment will be the only form of match accepted.

**SPECIAL HARDSHIP PROVISION:** If there are special circumstances that warrant a lessor match, please give us reason why all or part of the match should be waved.

### **APPLICATION PROCEDURE**

Applications are available from the Castlewood Historical Society link located on the [castlewoodcity.com](http://castlewoodcity.com) website. All applications must be mailed to the address shown below no later than 45 days prior to the date the grant is requested.

**Castlewood Historical Society  
PO Box 45  
Castlewood, SD 57223**

## **ALLOWABLE ACTIVITIES**

**PRESERVATION:** The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**REHABILITATION:** The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.

**RESTORATION:** The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code related work to make properties functional is appropriate within a restoration project.

## **APPLICANT ELIGIBILITY**

1. Applicant must own/retain property.

**OR**

Applicant must be leasing or renting the property and have written permission from the owner to conduct the work.

**OR**

Applicant must have a firm written commitment with the owner to purchase the property.

2. Applicant must demonstrate the ability to successfully implement the project.
3. Applicant must provide a plan for future use of the site.

## SELECTION PROCESS AND CRITERIA

All applicants must describe the relationship of their proposed project to historic preservation in Castlewood. Projects will not be considered for grant funding unless there is a demonstrated, tangible connection to historic preservation in Castlewood or the promotion and development of historic preservation in Castlewood.

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria (listed in no specific order):

1. Funding Priorities
  - a. Work required to make the building structurally sound;
  - b. Work that will abate any serious threat to the structure whether from internal or external sources (i.e. Hazardous wiring);
  - c. Exterior restoration;
  - d. Restoration of character-defining interior features;
  - e. Work necessary to facilitate putting the building to appropriate use.
2. Historical or architectural significance of the property;
3. Administrative and financial management capabilities of the sponsor;
4. Community support and interest;
5. Quality of application;
6. Prepared predevelopment material including work plans and specifications;

Grant applications will be reviewed by the Castlewood Historical Society Board of Directors. **Projects with lower priorities may be selected if extraordinary circumstances exist.** Awards will be announced within a month of review.

## FUNDING CONDITIONS

Projects lasting longer than one month could result in payments being made in increments upon completion of predetermined work.

Ten percent of final payment will be held until signed lien waivers are submitted to Castlewood Historical Society.