

**HILLSBOROUGH COUNTY  
HISTORIC PRESERVATION CHALLENGE GRANT PROGRAM (the “HPCG Program”)**

**HPCG Program Annual Application**

**GENERAL INSTRUCTIONS AND INFORMATION**

Before completing the application submission through the [Neighborly Software System](#), please review thoroughly the information below, as well as Board of County Commissioners (the “BOCC”) Policy, Section Number 01.31.00.00, Historic Preservation “Challenge Grant” and other materials posted at [Hillsborough County’s Historic Preservation Challenge Grant Program](#).

Please refer to [BOCC Policy 01.31.00.00](#) for detailed requirements regarding eligible applicants and projects. An applicant may be an eligible nonprofit or private individual or entity. Applicants may not be a federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof. All projects must be located in Hillsborough County (incorporated or unincorporated). In historic districts, priority is given to designated contributory buildings.

The County grants are for the reimbursement of approved cash expenses. **Reimbursements are made on cash outlays only.** The applicant must match the grant funds by a minimum 1:1 ratio. The applicant’s match may not be provided solely through alternative matching funds or other sources. A minimum of 50% of the match to the County grant must be provided by the applicant and must be in the applicant’s cash. In-kind contributions of labor or materials can be used as grantee match (not greater than 25% of the total Project costs.)

**All completed applications must be received by 5:00 p.m. on the final day of the application period. Completed applications not received by the date and time deadline will not be eligible for consideration. Paper applications are no longer being accepted.**

Completed Application Submissions include:

A signed and notarized Certification Form, found on page 15, must be uploaded to the Neighborly Software System Participant Portal. For an application to be considered complete, the funding for the grantee’s match (source and amount) must be addressed. File names should clearly identify the organization and the project.

All supporting documents must be submitted as part of the Application in order for the Application to be considered complete and eligible for consideration. An applicant must upload a copy of the following:

- Organization's Current Articles of Incorporation, updated in [SunBiz Florida](#)
- Bylaws
- List of Current Board of Directors
- Federal (IRS) Tax Exempt Recognition Letter
- W-9
- Sales Tax Exemption Form (as applicable)
- A completed and signed Equal Employment Opportunity (EEO) Workforce Analysis Form (see Exhibit E),
- Financial Information (most recent), including:
  - Year-end Financial Statements with Financial Balance Sheet

- Year-to-date Operating Statements and current budget
- Latest annual Federal information or tax return (Form 990 for nonprofits) with schedules
- Organization's most current audit report, if available.

Similar information must be submitted on separate foundations established by the applicant. Organizational and financial information must be up-to-date and complete for the applicant to be considered eligible for project evaluation in the selection process. All information identified above must be provided with the submission. **Eligible nonprofits must be an IRS recognized 501c entity.**

In addition, the HPGC Review Committee (the "Review Committee") requests **a summary list of all grants received over the past five (5) years and the grant provider contact information.** It is possible that priority consideration may not be given to an applicant currently receiving other County funding, including a prior HPCG Program grant.

Proposals requesting an award of \$100,000 or more must satisfy all requirements set forth in [BOCC Policy, Section Number 04.05.00.00](#) regarding Capital Funding for Outside Agencies. The policy requires:

- detailed business plan for the development and ongoing maintenance of the building or structure(s)
- audited financial statements (with the related opinion letter and notes) for the most recent fiscal year
- unaudited interim financial statements for the current fiscal year, before final approval.

This review is conducted after a grant is approved by the BOCC, but prior to the execution of a funding agreement by the BOCC.

Unless specifically recommended by the Review Committee and approved by the BOCC, funding for an approved project or program is limited to the period it is proposed and budgeted in the entity's application and/or subsequent agreement.

The entity's matching funds or expenditures must take place during the grant period specified in the formal agreement with the County. Project planning may begin before a grant request is approved/awarded and a funding agreement signed. However, the entity cannot be reimbursed for any cost incurred, nor will the cost be eligible to be credited as part of the entity's matching shares prior to formal approval of the grant by the BOCC. No cost incurred after the grant period has expired will be eligible for payment with grant funds or eligible to be credited as part of the matching share.

HPCG Program funds cannot be matched with Hillsborough County Tourist Development Tax funds and BOCC funding, unless approved by the BOCC. Official Visitor Information Centers ("VICs") must be approved by the Tourist Development Council (the "TDC") and be consistent with the TDC guidelines for VICs. No County funds may be expended for the purchase of food, beverages, or entertainment costs or in support of an entity's membership functions.

The grant may be applied to net production and media expenses, but not to related agency commissions, unless specified. For construction projects, contractor/engineering/architect fees and out-of-pocket/travel expenses are not eligible for reimbursement unless specified in the agreement. An applicant awarded a grant is to provide drafts of advertising and other printed/electronic material for County review in advance of a public release or related event.

All information, including advertisements, programs, and brochures concerning the building, place, activity and/or event funded with HPCG Program funds, is to include an acknowledgment that the

project has received financial assistance from the County. Any news release or other type of publicity must identify the **Hillsborough County Board of County Commissioners** as a funding source. In printed/electronic materials, the reference to the County must appear in the same size letters and font type as the name or logo of any other funding source.

The Review Committee may conduct workshops/meetings related to its recommended allocations. The dates, times and locations will be posted to the website. The meetings may include, but are not limited to applicant presentations, application workshop(s) and allocation meetings. Failure to attend meetings may affect the success of the applicant's grant application.

Please check the County website for time, date, and location information regarding the Review Committee's meeting: [County's Calendar](#).

At the conclusion of this process, the Review Committee will forward its funding recommendations to the BOCC for adoption and inclusion in the County budget. Applicants approved for funding are required to execute an agreement with Hillsborough County, detailing the responsibilities of both parties before the grantee can submit documentation for reimbursement with grant funds.

**NOTE: Thoroughly read the BOCC Policy statements. This funding program is subject to modification. Updates and future meeting schedules will be posted at [Hillsborough County's Historic Preservation Challenge Grant Program](#).**

For questions, please contact:

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