



# Center Avenue Neighborhood Association 2017 Historic Preservation Grant Program

The Center Avenue Neighborhood Association was born from a need to protect the rich architectural legacy in the Center Avenue Historic District. In 2017, CANA will celebrate the preservation efforts of our neighbors through financial assistance. CANA Historic Preservation Grants will be awarded to homeowners within the Center Avenue Historic District in the form of material cost reimbursement for qualifying exterior restoration and preservation projects.

The CANA Historic Preservation Grants honor the efforts of homeowners, individuals, and organizations whose efforts in restoration and conservation have led to the preservation of a structure in the Center Avenue Historic District located within the City of Bay City.

CANA invites you to apply for the material reimbursement grant by completing and mailing the application. The Application deadline is April 1, 2017.

## **Eligibility**

- 1 Must be a resident homeowner in the Center Avenue Historic District, in Bay City, Michigan.
- 2 All exterior residential projects must have received a Certificate of Appropriateness through the Historic District Commission, if required.
- 3 Project scope must be completed and receipts provided prior to grant disbursement.
- 4 The project must be completed within the calendar year of grant application.
- 5 Grantees will attend the CANA Annual Meeting to share their project experience.
- 6 Members of the CANA Board of Trustees, Advisors, and staff are not eligible to receive a CANA Grant during the period of their active service.

## **Application Procedures and Key Dates**

Applications must conform to the procedures outlined on this page to be considered for a CANA Historic Preservation Grant. A link to the application can be found at the bottom of this page. Please be sure to read all guidelines and eligibility information as well as the description of the grant before starting your application. The Application deadline is April 1, 2017.

CANA Historic Preservation Grant recipients will be notified no later than May 15, 2017. The nominator will be notified for those not selected. Grant announcements and presentations are made at the CANA Annual Meeting in September, 2017, and grant recipients are required to be present.



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## Application Requirements

- 1 A completed application form.
- 2 A concise description of the project. This description/narrative should address the following:
  - a. A general scope of work.
  - b. An estimated timeline for completion of scope.
  - c. The estimated material cost for scope completion.
- 3 “Before” photographs or digital images of the project at a minimum resolution of 300 dpi and a separate document including photo captions and photo credit information identifying the area to be improved or restored.
- 4 Grantees agree to display a CANA-provided outdoor grant recipient sign for a period of not less than 1 month.
  - a. Grantees will be awarded a CANA Non-voting Membership, 1 year (\$35 value).
- 5 Grantees agree to have their project submission published on the CANA website and other marketing materials.
- 6 Grants are issued at the discretion of the CANA Board of Directors / Trustees. Zero to five grants may be issued in a calendar year based on qualified candidates and funding availability.
- 7 Grants are determined by a majority vote of the CANA Board of Trustees at the monthly Board Meeting.
- 8 Grantees are responsible for providing completed photographs of the project and receipts listing an outlay minimum of up to \$500 for project material costs at the close of the project. The documentation will be reviewed and voted upon at the next board meeting following submission. After a majority vote of approval for fund disbursement has been received, the disbursement will be mailed via USPS within 30 days. Homeowners will be contacted if additional information is required.

If you have any questions or need additional information, please e-mail Michelle Roberts at [CANAmembership@charter.net](mailto:CANAmembership@charter.net) or call 989-460-7898.



# Historic Preservation Grant 2017 Application Form

**Nominator Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Short Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please attach a concise description of the project, including scope of work, estimated material cost and timeline according to the application requirements.
- Please attach photographs or printed digital images of the area to be restored or preserved according to the Application requirements.
- Applications must be received by April 1, 2017.
- Signature indicates agreement to the CANA Historic Preservation Grant Program Rules.

Signature of Applicant / Date: \_\_\_\_\_

Submit Applications to: CANA Historic Preservation Grants, PO Box 839, Bay City MI 48707-0839.

Completed Applications are due by 11:59PM Eastern Daylight Time, April 1, 2017.



CANA provides neighbors a way of collectively building a healthy, historically preserved community that maintains and promotes the quality of life of its property owners. Members own property in the Center Avenue Historic District and/or support historic preservation in the District and in Bay City.