



# Converse Family Endowment Fund

## *Converse Family Endowment Fund for Exterior and Structural Improvements (Improvement Project)*

The Frederick County Landmarks Foundation, Inc. (FCLF) is a private, non-profit 501(c)(3) organization pursuing the preservation of historic sites, structures, districts, natural landmarks, agricultural and industrial heritages, and neighborhood architectural designs of Frederick County, Maryland. FCLF strives to increase knowledge of and appreciation for these resources, and in this endeavor, FCLF will administer financial grants to homeowners of private residences in the Frederick Town Historic District under the terms set forth through the Converse Family Endowment Fund (Converse Fund) held by the Community Foundation, Inc.<sup>1</sup> Needs-based grants from the Converse Fund are awarded to assist qualified homeowners with the renovation, rehabilitation, or restoration of the exterior of dwellings in keeping with the current edition of the *Frederick Town Historic District Design Guidelines*.<sup>2</sup> The award of such grants will be referred to as the Improvement Project.

### **What is the Improvement Project?**

The Improvement Project offers needs-based assistance grants for exterior renovation, rehabilitation, or restoration of private dwellings owned and inhabited by a homeowner who may not have sufficient funds to complete the project as reviewed by the City of Frederick's Historic Preservation Commission (HPC).

### **Who can apply?**

Any homeowner who maintains a private residence within a dwelling in the Frederick Town Historic District may apply for a grant from the Converse Fund. A homeowner who does not reside in the private residence for which the grant is sought is ineligible. Greater consideration may be given to a homeowner who has not previously received an award from the Converse Fund.

Individuals, corporations, or other entities, who own commercial and/or rental properties within the Frederick Town Historic District, are ineligible. FCLF Board of Directors, employees, contract service providers, and their family members are ineligible.

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<sup>1</sup> Terms of the Converse Fund provide, in part: "The financial support from this Fund is to be used for the exterior preservation of residences, only, and does not include factories, garages, barns, dependencies, and landscaping."

<sup>2</sup> Available at: <https://www.cityoffrederickmd.gov/DocumentCenter/View/497/Historic-Preservation-Guidelines?bidId=>, or contact the City of Frederick's Historic Preservation Planners at (301) 600-6278 or (301) 600-1831.



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## **What projects are eligible?**

Eligible projects include, but are not limited to, the following exterior renovation, rehabilitation, or restoration. Priority is given to funding contributing resources and character defining features in the Frederick Town Historic District:

- Exterior painting or paint removal
- Door repair or replacement
- Window repair or replacement
- Removal of inappropriate or incompatible exterior finishes and restoration/repair of the underlying treatment
- Roof repair and fascia, soffit, and gutter repair or replacement
- Exterior stairway and/or handrail repair or replacement
- Chimney repair
- Structural reinforcement, masonry repointing, or selective replacement of historic wood siding

## **Are there design guidelines?**

Yes. Projects must conform and adhere to the current edition of the *Frederick Town Historic District Design Guidelines*.<sup>3</sup> All projects must have approval from the HPC to be eligible for the Converse Fund.

## **What is the application process?**

- 1) An applicant submits to FCLF a complete application, which includes all of the following:
  - a. *Converse Family Endowment Fund Application* (Appendix A)
  - b. A copy of the HPC application with all attachments
  - c. A color photograph of the existing residence, including the area of the proposed project
  - d. Two licensed contractor bids on contractor letterhead

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<sup>3</sup> Available at: <https://www.cityoffrederickmd.gov/DocumentCenter/View/497/Historic-Preservation-Guidelines?bidId=>, or contact the City of Frederick's Historic Preservation Planners at (301) 600-6278 or (301) 600-1831.



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- e. Copies of your most recent two years of Federal Income Tax Returns. **Note: you should redact all copies so that social security number(s), taxpayer identification number(s), and PIN(s) are not presented**
  - f. If applicable, a written explanation why an item listed at (a)-(e) is unavailable
- 2) FCLF will review a complete application to determine eligibility.
  - 3) During the application review by FCLF, the applicant shall pursue HPC approval.<sup>4</sup>
  - 4) FCLF will attempt to complete its review within 30 days of receipt of a complete application and notify the applicant of the decision.

### **What happens if the Improvement Project is selected?**

FCLF will issue a Letter of Commitment to the applicant, to include the amount of the grant and any stipulations in addition to those listed on the grant application. **Any work completed prior to the date of issuance of a Letter of Commitment from FCLF is not eligible for funding.** Generally, FCLF will not increase the grant amount after the project work is initiated. Upon written request by the applicant, FCLF will consider an exception.

All work for which the grant is awarded must be completed within six (6) months of the date of issuance of the Letter of Commitment. An extension may be granted by FCLF upon written request by the applicant.

The applicant is responsible for obtaining and complying with any required permits for the work, and adhering to HPC and code requirements and stipulations.

### **How does the homeowner receive grant funds?**

Grant funds are issued when the Improvement Project is completed and approved by the appropriate city inspector or historic preservation planner (for work that did not require a permit). FCLF will issue a check to Improvement Project vendor(s) and not the homeowner. FCLF will disburse the check within fourteen (14) business days of the city employee's approval.

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<sup>4</sup> HPC approval also includes administrative approvals as discussed in the *Frederick Town Historic District Design Guidelines*.



# Converse Family Endowment Fund

## Appendix A

### *Converse Family Endowment Fund Application*

**Name of Applicant:** \_\_\_\_\_

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

**Applicant Phone Number (if any):** \_\_\_\_\_

**Applicant E-mail Address (if any):** \_\_\_\_\_

**Proposed Project:** Please briefly describe the proposed project and include: a copy of the City of Frederick Historic Preservation Commission (HPC) application with all attachments; no more than three (3) color photographs of the project property showing existing conditions and the area of the project; and two (2) licensed contractor bids on contractor letterhead. If you are unable to provide any of these items, please provide an explanation.

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**Financial Consideration:** To qualify under terms of the Converse Fund, please include redacted copies of the most recent two years of Federal Income Tax Returns.

**Total proposed project budget:** \_\_\_\_\_

**Proposed start date of project:** \_\_\_\_\_

**Estimated date of project completion:** \_\_\_\_\_

**Signature of homeowner applicant:** \_\_\_\_\_

**Printed name of homeowner applicant:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_



# Converse Family Endowment Fund

## General Conditions

1. It is expressly understood that the applicant is not on the Board of Directors for the Frederick County Landmarks Foundation, Inc. (FCLF), an employee of FCLF, a contract service provider of FCLF, or who is a family member of FCLF Board of Directors, FCLF employees, or FCLF contract service providers.
2. It is expressly understood and agreed that the applicant is solely responsible for the safety conditions and compliance with safety regulations, building codes, building permits, requirements of the City of Frederick Historic Preservation Commission (HPC), City Ordinances, and other applicable regulations in performance of a project awarded under the terms of the Converse Fund application.
3. It is expressly understood and agreed that the applicant will not seek to hold FCLF and/or its agents, employees, contract service providers, officers, or directors liable for any property damage, personal injury or other loss incurred in performance of a project awarded under the terms of the Converse Fund.
4. All work completed prior to date of issuance of the Letter of Commitment from FCLF is ineligible for any grant funding.
5. It is expressly understood and agreed that Converse Fund awards and the release of any grant funding is contingent upon approval of the proposed project by the HPC and adherence to any related stipulations, and final approval of the project by the appropriate city inspector or historic preservation planner.
6. The applicant authorizes that FCLF may promote an approved project including, but not limited to: displaying FCLF signage at the site during performance of the project, in addition to photographs, description of the project in the FCLF quarterly membership newsletter and press releases.

**Signature of homeowner applicant:** \_\_\_\_\_

**Printed name of homeowner applicant:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_