

Checklist for Completing a Historic Preservation Fund Grant Application for Preservation Projects

of the African American Civil Rights (AACR), Historically Black Colleges & Universities (HBCU), and History of Equal Rights (HER) Grant Programs

- My SF-424A grand total (Item 6K far right column) equals my SF-424 grand total (Item 18g)
- My SF-424C grand total (Item 16 column c) equals the total on the Construction line of my SF-424A (Item 6g far right column)
- My Budget Justification grand total (Section 10: Budget Summary, Total Costs line far right column) equals my SF-424 grand total (Item 18g)
- My budget includes any necessary costs for my entity to successfully administer the grant
- My budget includes any necessary costs to comply with requirements of the grant we might be awarded:
 - Costs to post a public notice in a publication of major circulation in our area
 - Costs to erect a project sign at the site
 - Costs to prepare & execute a preservation covenant or agreement
 - Costs to write & submit a nomination to the National Register of Historic Places (if unlisted)
- My attachments form includes the required attachments (in any order):
 - Project Narrative or Project Description Worksheet
 - Budget Narrative or Budget Justification Worksheet
 - Project Images or Project Images Worksheet
 - National Register Eligibility Worksheet
- My attachments form includes the following attachments that may be necessary:
 - Letter of Owner Consent, if my entity does not directly own the historic resource. The letter explicitly consents to:
 - The submission of the application
 - The work to the historic resource proposed in the application
 - The execution of a preservation covenant or agreement
 - Opinion of Eligibility Letter from the State or Tribal Historic Preservation Office (SHPO or THPO) if the historic resource is not listed in the National Register of Historic Places or as a National Historic Landmark for the necessary associations identified by the application instructions.
- My Project Narrative or Project Description Worksheet responds to each merit review criteria *separately* (within the application instructions in E. Application Review Information E1. Criteria)
- My project summary succinctly states the goals and tasks of the project not the broader goals of the resource or my entity
- My Project Images Worksheet or supporting photos clearly show the items of work proposed for funding by the application and contextual overview shots

For application tips and an FAQ go to <https://go.nps.gov/apptips>

This checklist is provided for your convenience and is not a required deliverable for your application.