BEFORE YOU FILL OUT THIS APPLICATION, YOU MUST CONTACT KATHRYN M. CURRAN, EXECUTIVE DIRECTOR OF THE GARDINER FOUNDATION AT 631-594-3990. BEFORE ANY APPLICATION IS MADE, MS. CURRAN MUST VISIT YOUR SITE AND REVIEW THE PROJECT WITH YOU.

**Form 8**

**Adaptive Reuse/New Construction**

The Gardiner Foundation makes grants to support construction or major renovation of buildings that are owned and/or used by 501(c)(3) nonprofit organizations to amplify their impact in their communities.

**All applicants** requesting funding for projects involving real property (e.g., construction or renovation) occurring on municipal-owned property must also complete the Municipality Funding Application (see Form 8a)

 **All applicants requesting funding for projects are hereby notified that the Gardiner Foundation requires periodic inspections of the project and must add into *your* budget, as a required expense, the sum of $1,400.00 representing the fee for Steward Preservation Services LLC (Joel Snodgrass 516-993-0658** **joelsnod@optonline.net****) to perform the necessary inspections. If the project is extensive, additional monies may be required. Please contact him upon grant award.**

Please complete the below information and submit the following documentation:

* Proof of established match to the funding requested in your application;
* Proof of Property Ownership (e.g., deed, lease, cooperation letter, etc.);
* Commercial General Liability (GCL) for the entirety of the grant period;
* Certification by an Insurance Broker or Agent – to ensure the GCL info is accurate;
* Proof of Contracted Services Estimate (e.g., plumbers, electricians, signage, etc.);
* Proof of Building Permits in Place;

For which category are you requesting support?

* Adaptive Reuse
* New Construction

Is a Building Permit required?

* Yes – attach copy
* No

Do plans and specifications exist for this project?

* Yes
* No

If no, please note which category of funding you are requesting:

* Design
* Construction

If requesting funds for adaptive reuse, has any preservation work been conducted on this structure in the past?

* Yes
* No

If yes, briefly explain the work that was done and the reason for updating:

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For work noted above, provide name(s) of primary consultant(s) and contractor(s); their relevant preservation experience and why it is appropriate to this project; reason for selection and Letter of Commitment, along with copies of all resumes for all named personnel, bid proposals, estimates for goods, services, etc. (All should be from contractors and on their letterhead)

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Briefly describe the existing historic building, its original use, proposed new function and its architectural and cultural significance to your locality, region, state or nation.

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If requesting funds for new construction, briefly describe the proposed new function as well as how the addition preserves the character of the original building, noting specifically in what ways the project will preserve significant historic materials, features and form, be compatible with and be differentiated from the original structure:

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Note below whether this project relates or contributes to documented plans, such as:

* Community comprehensive or master plans
* Local historic preservation ordinance/designations
* For adaptive reuse proposals, this project implements findings in a Historic Structures Report or Conditions Assessment

Are the documents noted above available for review?

* Yes
* No

**Please enclose a detailed project implementation timeline, including major production and promotional elements, scope of work and associated budget with deliverable dates. (Requests for Adaptive Reuse/New Construction grants are reimbursement-based and require a minimum of 50% applicant matching funds.)**