

TOPEKA HISTORIC SITES FOR HERITAGE TOURISM

The Capital City Historic Sites Preservation Initiative

APPLICATION

Following the application Guidelines is essential. See Appendix B of the Guidelines for notes on questions. Complete this page as a cover sheet. Print legibly or fill out the form on the City's website.

1. Historic Site: _____

2. Address and zip code: _____

3. Site is listed on these national historical registers:

NHL ____ NRHP ____ NFT ____ other ____
(See Appendix A of the Guidelines for this program.)

4. Site is listed on the state historical register: _____

5. Site is listed city historical overlay zoning: _____

6. Historic site is: public use _____ **private use** _____
(See Definitions, p. 6 of the Guidelines for this program.)

7. Owner: _____

8. Local contact for owner:

Name of person _____

E-mail _____ Local phone _____

Address _____

City, State, zip code _____

9. Is owner the applicant: Yes ____ No ____ (if no, please attach explanation)

10. Owner's corporate status: Not-for-profit ____ For-profit ____ Private ____

11. Historic site tax status: Exempt? Yes ____ No ____

12. Total estimated site improvement projects budget to be visitor-ready:
\$ _____

13. Total estimated site historic preservation projects budget: \$ _____

14. Title of this historic preservation project or phase:

A. Budget \$ _____

B. Transient Guest Tax cost-share \$ _____

C. Applicant cost-share \$ _____

D. Applicant cost-share source(s):

Private _____ Federal _____ State _____ City/County _____

15. Applicant anticipates its cost-share funding will be available by this date: _____

Type answers to questions 16-22 on 8.5x11, white bond paper (provided by applicant).
Number and cite each question, followed by the reply. On each page include the project title at top.
Number each page.

16. Project summary (125 words or less):

17. Project Description (See the Guidelines as assistance in developing narrative replies.)

A. Is this a major historic site? Include any nationally significant heritage theme(s) the historic site represents and why, designation status, identifications and professional assessments. Tell how the site may relate with other local attractions. (approximately 300-400 words)

B. Is the historic site threatened? If yes, describe. If no, skip to 18-C. (approximately 250 words)

C. What historic preservation work will be completed under the proposed project? Relate this with the project budget items. Tell how the requested project would mitigate any threats. Note whether historic preservation project work will impact other site improvements for visitor readiness. (approximately 400 words)

D. Timeline for completion of work. Cite how many calendar weeks for project development after an award contract is signed; continue by citing the professional estimate of how many calendar weeks to substantial completion for each step of the project/phase, up through a period not to exceed 2 years. (approximately 250 words)

Please closely follow the format shown below.
If your reply format will vary substantially, be sure that all requested information is included.

18. Budget

A. Project personnel: Define at least one project professional or licensed trade person:

Position type:
Annual salary \$ _____

Total work days: _____

Expense (Divide salary by 52, multiply quotient by number of total work days): \$ _____

Position type:
Annual salary \$ _____

Total work days: _____

Expense (Divide salary by 52, multiply quotient by number of total work days): \$ _____

THIS ITEM SUBTOTAL \$ _____

Transient Guest Tax Share \$ _____

Applicant Share \$ _____

B. Qualified consultants: Define up to two, if consultants are necessary:

Type of Consultant
Fee \$ _____

Type of Consultant
Fee \$ _____

THIS ITEM SUBTOTAL \$ _____

Transient Guest Tax Share \$ _____

Applicant Share \$ _____

C. Construction Contract: Itemize work contact sums based on professional estimates of necessary materials, labor and other expenses, for example "General Contractor", "Finishes", "Specialty Masonry", "Structural", "Hardware", etc.

Item: Sum \$ _____

Item: Sum \$ _____

THIS ITEM SUBTOTAL \$ _____

Transient Guest Tax Share \$ _____

Applicant Share \$ _____

D. Total budget:

GRAND TOTAL	\$ _____
Total Transient Guest Tax Share	\$ _____
Total Applicant Share	\$ _____

19. Itemize source(s) of the applicant cost-share and the sum each source will provide.

Name of funding source	Amount	Date secure (if known)
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____

20. Provide annual historic site financial reports

Organizations: Include complete summaries or Treasure’s reports showing financial assets and liabilities for the three immediately preceding calendar years, including but not limited to property, cash on hand, investments, other grant funds anticipated and any assets held in trust. **Individuals:** Same as for organizations, but do not provide personal financial information. Due to limited funding, financial need is an evaluation component.

21. Provide and list any attachments to the application

(Including but not limited to related tourism data and historical register forms)

List each, for committee reference, by providing a brief caption

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

22. Black-and-white photographs

Provide sufficient 4x6 or larger, B & W photographs on 8.5 x 11 paper. Use photos that inform the committee about the proposed project/phase. Print all photographs on 8.5 x 11 format paper, not more than two images per page, with labels. Attach as the final pages of the application. Provide a simple directory of photos for this item, #22. Use the format shown below.

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

Assistance by the Topeka Historic Sites for Heritage Tourism Committee:

The Committee does not assist with project or application preparation, but will reply to questions about completing the application form. Contact information is shown below. The applicant's local contact person, telephone and mailing address must be provided.

Authorization

The undersigned historic site owner hereby authorizes the submittal of this application and declares that all information is accurate, complete and prepared according to the Guidelines.

Applicant's authorized signatory

Date

Applications submitted after the deadline (**Wednesday, March 31, 2010, 4 p.m.**) will not be accepted.

Submit one original and seven copies of a completed application including any attachments to:

Topeka Historic Sites for Heritage Tourism Committee
c/o City of Topeka Planning Department
620 SE Madison, Unit 11
Topeka KS 66607

Contact: Tim Paris, Planner II
email: tparis@topeka.org
phone: 785/368-3728
fax: 785/368-2535