



## Carl D. Stearns Preservation & Restoration Grant

Cazenovia Heritage is a grassroots, non-profit organization, grounded in a historic community. Its mission focuses primarily on the architectural heritage of this New York town and village. This program provides residents of the community with a resource for preserving those architectural features that give Cazenovia neighborhoods their historic character. The grant program will provide up to \$2500 for residents within the Town boundaries in a competitive process to begin in 2025. Applications can be submitted February 1 – March 15. The deadline for proposals meeting the criteria is March 15 and a decision will be announced by the Cazenovia Heritage Board no later than April 30. An online application ([LINK](#)) with attached supporting documents and digital photo files are required. Cazenovia Heritage may modify any element of this grant program, as may be desired, in future years.

### I. Guidelines

**Note:** This is a competitive grant process. There is no guarantee that grants will be funded at the largest amount. The Committee is not obligated to recommend an award, if no applications satisfy evaluation.

**Selection Committee & Awards** – The Selection Committee may be comprised of members of the Cazenovia Heritage Board and/or preservation professionals within the community. The Committee may request additional project information (e.g., drawings, color or material samples, etc.) on review of the application. A determination will be made by April 30, with a recommendation from the Committee to the Board of Directors of Cazenovia Heritage. Final approval is made by the Board of Directors of Cazenovia Heritage. Awards will be announced to recipients by a letter from the Board.

**Deadline:** Applications must be submitted by midnight of March 15.

**Evaluation:** will be based on the improvement of the historical integrity of the structure; the historical appropriateness of the proposed work; and compatibility with the neighborhood’s historic architecture and character. Preference is given to applications that meet grant guidelines and improve the protection, preservation, and/or restoration of the historic resource.

**Approval** is contingent on the restoration experience of contractors and repair techniques, including but not restricted to carpentry skill, mortar types, application techniques and results; paint preparation techniques, uses of primer and wood restoration, methods, and materials.

**Contractors:** A list of references (properties where relevant work was conducted) may be requested by the Selection Committee.

**Grant funds** will be paid by reimbursement when the entire proposed project is complete once receipts for labor and materials or services are submitted. Grant recipients must submit receipts to Cazenovia Heritage before a check is issued.



**Level of grants:** Grant recipients can apply for up to \$2500 in a five-year period. This may be for an entire project or a portion contributing to a larger project.

**Completion of grants:** All projects must be completed within 18 months of the grant approval. Photos showing the completion of the project are to be provided together with a final description of the work undertaken within thirty (30) days of the completion of the project. Depending on the size and cost of the project, interim progress reports and total cost estimates may be requested. If the project is not completed at the end of 18 months, an interim report will be expected. Grant awards will be awarded 30 days after completion of project and receipt of receipts for work completed.

**Tax Reporting:** All grant monies of any amount are considered income by the IRS, and Cazenovia Heritage must file 1099-MISC forms for any award of \$600 or greater. Awards that equal or exceed \$600 will require submission of an appropriate identification number (for example SSN or EIN, whichever is applicable) before the reimbursement can be paid. An applicant is required to fill out a W-9 (for taxpayer identification) when awarded a grant of \$600 or more. Grantees are responsible for personal income tax reporting if required.

## **II. Award Criteria**

- The structure must be a residential property and more than 50 years old.
- The property may be located anywhere within the Village or the Town of Cazenovia, NY.
- The project should not already have been completed prior to the grant application.
- Improvements must be compatible with the historic character of the building and have a positive visual impact on the neighborhood, when appropriate.
- Preference is given to applicants who have not received other grant funding for the same project.
- Selection committee members are not eligible for grants.

## **III. Eligible Activities may include:**

- Exterior painting upgrades, historic masonry and stucco repointing, cleaning, and repair
- Replacement or repair of original architectural features such as windows, cornices, moldings, etc.



- Removal and/or replacement of historically inappropriate elements such as windows, awnings, porches, porch columns, doors, etc. with replacement of historically appropriate items
- Restoration or repair of interior historic architectural features that contribute to the historic integrity of the structure
- Consulting assistance of a restoration professional in analyzing and determining appropriate restoration solutions.

#### **IV. Ineligible Activities**

The Following activities are **NOT** eligible:

- Routine roof and chimney repairs, unless they are major design elements
- Vinyl or aluminum siding over existing repairable wood siding
- Substantial reconstruction of structural elements
- Interior plumbing and electrical work
- Interior modernization projects

#### **V. Questions?**

Questions may be submitted to [info@cazheritage.org](mailto:info@cazheritage.org) or to Cazenovia Heritage, P.O. Box 103, Cazenovia NY 13035