



CANE RIVER NATIONAL HERITAGE AREA

FAÇADE IMPROVEMENT GRANT PROGRAM

LETTER OF INTENT / PRE-APPLICATION

Before submitting a full application for the Cane River National Heritage Area (CRNHA) Façade Improvement Grant Program, all potential applicants must submit a **Letter of Intent (LOI)** for preliminary review.

The purpose of the Letter of Intent is to allow CRNHA staff to determine whether the applicant, property, and proposed project appear to meet the basic eligibility requirements of the program before the applicant completes a full grant application.

Applicants whose proposed projects appear to meet program requirements will be invited to submit a full application.

An invitation to submit a full application does not constitute project approval, guarantee funding, or authorize work to begin.

1. APPLICANT INFORMATION

Applicant Name: _____

Organization/Business Name, if applicable: _____

Mailing Address: _____

City/State/ZIP: _____

Phone: _____ **Email:** _____

Applicant's Relationship to the Property

- ☐ Property Owner
- ☐ Business Owner/Tenant
- ☐ Nonprofit Organization
- ☐ Religious Institution
- ☐ Governmental Entity
- ☐ Other: _____

If the applicant does not own the property, identify the property owner:

Property Owner: _____

Property Owner Contact Information: _____

Applicants who do not own the property will be required to provide written authorization from the property owner as part of the full application.

2. PROPERTY INFORMATION

Property/Building Name, if applicable: _____

Physical Address of Property: _____

Current Use of Property: _____

Please select the category that best describes the property:

- ☐ Commercial
- ☐ Long-term rental
- ☐ Short-term rental/lodging
- ☐ Mixed-use
- ☐ Other income-producing property
- ☐ Vacant historic commercial/income-producing property intended for future use
- ☐ Nonprofit
- ☐ Religious institution/church
- ☐ Government-owned property
- ☐ Owner-occupied private residence

Please note: Owner-occupied private residences are not eligible for this grant program.

If the property is currently vacant, briefly describe its intended future use:

3. HISTORIC PROPERTY STATUS

To be eligible, the property must be located within Natchitoches Parish and must meet CRNHA's historic-property requirements.

To the best of your knowledge, is the property:

- ☐ Individually listed in the National Register of Historic Places
- ☐ Eligible for individual listing in the National Register of Historic Places
- ☐ Located within a National Register Historic District and identified as a contributing resource
- ☐ Located within a historic district, but I do not know whether it is contributing
- ☐ I am unsure of the property's historic status
- ☐ None of the above

Applicants are not required to independently establish National Register eligibility before submitting a Letter of Intent. CRNHA staff may assist with verification of historic status during the preliminary review.

If known, please identify the historic district or National Register listing:

4. PROPOSED FAÇADE IMPROVEMENT

Please provide a brief description of the work you are proposing.

Be specific about the building features to be repaired, restored, painted, replaced, or otherwise improved and the materials you anticipate using.

Type of Work Proposed

Check all that apply:

- ☐ Exterior painting/surface preparation
- ☐ Historic brick or masonry repair/repointing
- ☐ Historic window restoration/repair
- ☐ Historic door restoration/repair
- ☐ Historic siding or exterior cladding repair
- ☐ Porch/gallery/column/railing repair or restoration
- ☐ Cornice, trim, or decorative architectural feature restoration
- ☐ Historic storefront restoration
- ☐ Removal of inappropriate exterior alterations
- ☐ Reconstruction of a missing documented historic feature
- ☐ Historically appropriate awning
- ☐ Historically appropriate exterior lighting
- ☐ Other: _____

5. INELIGIBLE WORK SCREENING

Are you seeking grant funding for any of the following?

- ☐ Roofing or roof replacement
- ☐ Signage
- ☐ Landscaping
- ☐ Parking lot or driveway improvements
- ☐ Interior renovations
- ☐ HVAC, plumbing, or general electrical work
- ☐ Accessibility improvements
- ☐ Appliances or equipment
- ☐ New construction or a building addition
- ☐ General maintenance unrelated to historic preservation
- ☐ Work that has already been completed
- ☐ Materials that have already been purchased
- ☐ None of the above

Checking an activity above does not necessarily prevent an applicant from proceeding with a separate eligible portion of a larger project. **However, these activities are not eligible for funding through the CRNHA Façade Improvement Grant and generally may not be included as eligible project costs or match.** CRNHA staff will determine whether the proposed scope contains an eligible façade improvement project.

6. PROJECT BUDGET

Estimated Total Project Cost: \$_____

Amount Anticipated to be Requested from CRNHA: \$_____

Maximum request: \$5,000

Anticipated Applicant/Matching Contribution: \$_____

CRNHA grants require a minimum **1:1 match**. For every \$1 awarded by CRNHA, the applicant must provide at least \$1 in eligible matching contributions.

Eligible match may include cash, eligible non-federal funding, donated eligible materials or professional services, and properly documented volunteer labor.

Other Funding

Do you anticipate using another grant or outside funding source for this project?

- ☐ Yes
☐ No
☐ Unsure

If yes, please identify the anticipated source and amount, if known:

Federal funds may not be used to satisfy the required match for this program.

7. PROJECT READINESS

Anticipated Project Start Date: _____

Anticipated Project Completion Date: _____

Have you received an estimate or quote for the proposed work?

- ☐ Yes
☐ No
☐ Estimate/quote is in progress

Have you identified a contractor or individual who may perform the work?

- ☐ Yes
☐ No
☐ Not yet

Has any portion of the proposed work already begun?

- ☐ Yes
☐ No

Have materials for the proposed work already been purchased?

- ☐ Yes
☐ No

If yes to either question directly above, please explain:

Do not begin work or purchase materials in anticipation of receiving a grant. Previously completed work and costs incurred before CRNHA provides written authorization to proceed are not eligible.

8. REQUIRED PHOTOGRAPHS

Please submit current photographs showing:

- The entire façade of the building;
- The building in relation to the surrounding property or streetscape; and
- Close-up photographs of the areas or architectural features proposed for improvement.

Additional photographs may be requested during CRNHA's preliminary review.

9. HISTORIC PRESERVATION REVIEW

All projects selected for funding will be subject to applicable historic preservation review requirements, including **Section 106 review and consultation with the Louisiana State Historic Preservation Office (SHPO)**.

Properties subject to the jurisdiction of a local Historic District Commission (HDC) must also obtain applicable HDC approval.

CRNHA will assist successful applicants with the Section 106/SHPO review process and coordination of applicable historic district preservation requirements.

A grant award does not authorize work to begin. Successful applicants must complete required reviews and receive written authorization from CRNHA before beginning work or purchasing project materials.

10. APPLICANT CERTIFICATION

By submitting this Letter of Intent, I certify that the information provided is accurate to the best of my knowledge. I understand that submission of a Letter of Intent does not constitute a grant application, guarantee funding, or authorize work to begin.

I understand that CRNHA will use this information to conduct a preliminary eligibility review and may request additional information before determining whether I will be invited to submit a full application.

Applicant Name: _____

Signature: _____ **Date:** _____

SUBMISSION

Submit the completed Letter of Intent and required photographs to:

Logan Schlatre

Cane River National Heritage Area

LSchlatre@CaneRiverNHA.org

Letters of Intent may also be delivered in person to Cane River National Heritage Area.

Following review, CRNHA will notify the applicant whether:

1. **The proposed property and project appear eligible**, and the applicant is invited to submit a full application;
2. **Additional information is needed** before eligibility can be determined; or
3. **The proposed property or project does not meet the basic eligibility requirements** of the Façade Improvement Grant Program.

CRNHA's preliminary eligibility determination is based on the information provided in the Letter of Intent. Final eligibility is determined through review of the complete application and applicable historic preservation requirements.