

MICHIGAN STATE HISTORIC PRESERVATION OFFICE RESILIENT LAKESHORE HERITAGE GRANT PROGRAM

*This checklist is provided for the benefit of the applicant to use when compiling information for the online grant application. This checklist **does not** need to be submitted with the application. The grant manual, application guidance, and related information is available at <https://www.miplace.org/historic-preservation/programs-and-services/lakeshore-heritage-grant/>.*

ALL SUBMISSIONS SHOULD INCLUDE:

- Completed application via the online application portal
- Completed budget worksheet (template [here](#))
 - Documentation for values associated with any in-kind labor, materials, or equipment
- Draft work schedule (template [here](#))
- Certification or Resolution accepting grant program requirements (select one):
 - Private Property Owners: Letter of Certification (template [here](#))
 - Lessees: Letter of Certification (template [here](#))
 - Organizations (e.g., municipalities, non-profits, etc.): Resolution (template [here](#))
- Financial verification of availability of funds to pay for project costs (e.g., bank ledger)
- Deed showing property ownership
- Property photographs (at minimum):
 - One clear photograph of the property from straight ahead
 - Two photographs showing the property in its surroundings
 - Two photographs showing the major interior spaces/uses
 - Photographs of major areas/features to be addressed by the project
- Aerial, parcel map, or site plan showing property boundaries
- Project Documentation (e.g., renderings, conceptual drawings, plans and specifications)
- Cost estimates/quotes from contractors, consultants, and/or vendors

IF APPLICABLE TO YOUR PROJECT/PROPERTY:

- Copy of any existing easements, covenants, liens, or restrictions on the property
- Copy of any existing planning documents (e.g., engineering reports, condition assessments, reuse plans, etc.)
- Letters of support
- If the applicant is not the property owner, a notarized letter from the property owner agreeing to the program requirements (template [here](#))
- If the property is not already listed in the National Register of Historic Places and you received a determination of eligibility from SHPO as part of your application, a copy of the SHPO determination