



CERTIFIED LOCAL GOVERNMENT PROGRAM TRAINING AND CONTINUING EDUCATION FUNDING SUPPORT

The Michigan State Historic Preservation Office (SHPO) makes annual funding available through the Certified Local Government (CLG) program, a preservation partnership between local, state, and national governments focused on promoting historic preservation at the local level. For 2024, SHPO is also offering training and continuing education support funds to CLGs. Funds may be used to support attendance at a qualified conference or training event or to host community-specific training on historic preservation through organizations such as the Michigan Historic Preservation Network and National Alliance of Preservation Commissions.

Applications will be accepted on a rolling basis. **Applications will be available until all funds are expended or July 1, 2025, whichever comes first.** SHPO anticipates that up to \$40,000 will be made available.

Eligible Applicants

All CLGs in good standing are eligible to apply for funds for either attendance at a training event or to host community-specific training. For attendance at a training event, the CLG must apply on behalf of the municipal staff or historic district commission member that will be attending. SHPO can only make awards directly to the CLG, not private individuals. Thus, the CLG and attendee will be responsible for coordinating payment arrangements.

Eligible Activities

Funds may be used for the following:

- Sending municipal staff or historic district commissioners to in-person training programs and conferences
- Having municipal staff or historic district commissioners participate in online training programs
- Hiring an organization to provide community-specific (in-person or virtual) preservation training for municipal staff, community leadership, and/or historic district commissioners

All events must be relevant to the implementation of local preservation programs and related topics, including but not limited to identifying and documenting historic properties, defensible decision-making, interpretation of the Secretary of the Interior's Standards for Rehabilitation, community engagement, Main Street and downtown development, community planning and zoning regulations, legal issues in preservation, etc.

Funds must be used for events occurring no later than twelve (12) months after they're awarded.

Eligible Expenses

Funds may be used to cover the following expenses associated with the above activities:

- Registration fees, inclusive of the main program and any optional educational events the attendee wishes to attend. Events that cost extra and are purely social, e.g., receptions, are not eligible.
- Lodging for an in-person event requiring travel. Lodging is reimbursable at the event hotel block rate or another hotel at the federal per diem rate for the locality. Parking is an eligible expense only if it is associated with lodging.
- Costs to hire an organization to provide community-specific training. For in-person events, venue rental and meeting supplies (but not catering) are eligible.

- All other costs incurred (e.g., incidentals, per diem, mileage, etc.) are ineligible expenses.

Funding Limits

CLGs may apply for no more than two (2) individuals to attend training and one (1) community-specific training.

- Applications for individual training are limited to \$1,500 per individual
- Applications for community-specific training are limited to \$5,000 per activity. However, if multiple CLGs want to partner on an activity, larger requests may be considered on a case-by-case basis in discussion with SHPO.

There are no matching requirements for training and continuing education support.

Funding Requirements, Reimbursement and Documentation

In accordance with CLG program requirements, all funds will require execution of a standard grant agreement with SHPO in advance of the anticipated event. No funds may be sent prior to the execution of the agreement. To allow for sufficient time for executing the agreement, CLGs should generally apply for funding at least forty-five (45) days in advance of the desired event.

The grant agreement will be executed between the SHPO and the CLG, not any individuals, and all funding will be provided to the CLG. SHPO's standard grant agreement is available for review [here](#); no exceptions to the standard grant language will be issued. Recipients are required to comply with all applicable requirements.

Funding will be provided to the CLG on an expense reimbursement basis only. The CLG or attendee must pay for expenses upfront. For example, for event attendance, individuals may pay their costs personally and then be reimbursed by the CLG upon receipt of funds from SHPO, or the CLG may pay for eligible expenses directly on behalf of the attendee and then receive reimbursement from SHPO.

Disbursement of funds will be provided upon SHPO receipt and approval of a training summary and reimbursement request (see [here](#)), which must be accompanied by documentation of expenses paid. Reimbursement requests must be submitted within thirty (30) days of completion of the funded activity.

Eligible Applicants and Application Process

Applications are accepted on a rolling basis. Applications will be available until all funds are expended or July 1, 2025, whichever comes first. SHPO anticipates that up to \$40,000 will be made available.

Interested CLGs must submit the completed application form via email to Alan Higgins, Grants Manager/Budget Specialist, at HigginsS3@michigan.gov. Applications must be signed by an authorized staff person of the CLG and be accompanied by a resolution from the CLG authorizing acceptance of the grant, if awarded. Applicants are encouraged to use the template [here](#).

Award Criteria

Awards will be made on a first-come, first-served basis, following SHPO review of the application. SHPO will review each request to determine if the event is relevant and appropriate, if costs and timelines are reasonable and appropriate, and if the event will further the local preservation program. SHPO may also consider geographic distribution of funds to ensure adequate access to funds by CLGs across the state.

Applicants will receive notification as to whether their application has been approved for funding within thirty (30) calendar days of a complete application.



**CERTIFIED LOCAL GOVERNMENT PROGRAM
TRAINING AND CONTINUING EDUCATION FUNDING SUPPORT**

1. Applicant Information

Name of Certified Local Government

Contact Name/Title

Mailing Address

Email Address

Phone Number

2. Attendee Information (for individual event attendance only)

Person 1 _____

Name of Event

Host Organization

Event Location

Event Dates

Name of Person Seeking Training

Community Role (e.g., CLG staff or HDC chair)

How long have you served in this role?

If a commissioner, term dates:

Have you attended this event before?

☐ Yes ☐ No If yes, most recent year: _____

Person 2 _____

Name of Event

Host Organization

Event Location

Event Dates

Name of Person Seeking Training

Community Role (e.g., CLG staff or HDC chair)

How long have you served in this role?

If a commissioner, term dates:

Have you attended this event before?

☐ Yes ☐ No If yes, most recent year: _____

3. Community-Specific Training

Name/Type of Training Requested

Providing Organization

Anticipated Date(s) and Location, if known

4. Funding Request

Amount Requested from SHPO: _____

How will reimbursable expenses be paid upfront?

☐ Municipal funds ☐ Personal funds ☐ Other: _____

CLG Verification

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

I further understand that the CLG will, if selected for funding, enter into a grant agreement with SHPO. In accordance with the grant agreement, funds for training and continuing education will be paid on an expense reimbursement basis only and that no funds can be expended prior to the execution of the grant agreement. I understand that the CLG or attendee, as applicable, will be required to pay for expenses upfront and that the CLG will be required to submit a reimbursement request form and proof of expenses to SHPO no later than thirty (30) days after completion of the event. SHPO will only make payments to the CLG, not private individuals.

Signature of Authorized Official

Date

Printed Name of Authorized Official

Title

TRAINING AND CONTINUING EDUCATION FUNDING SUPPORT QUESTIONS

1. Briefly describe why funding is needed to support this event.
2. Briefly identify the particular topics of interest at this event and how it relates to issues/concerns/needs in the local community.

3. Briefly describe what the CLG/attendee hopes to gain from the requested event. How will their participation benefit the community's preservation program?

4. Briefly describe how the information learned will be shared with others and/or used locally.