



Michigan Certified Local Government Program CLG Grant Application

PROJECT INFORMATION

Certified Local Government:

Project Name:

Project Type: ☐ Survey and Designation ☐ Preservation Planning ☐ Education and Training
☐ Pre-development ☐ Development ☐ Other:

Brief Project Summary (no more than 1-2 sentences):

Complete the shaded sections below for Pre-development and Development Projects ONLY:

Property Name:

Property Address:

Historic Designation:

Property Owner Name:

Owner Phone Number:

Owner E-mail:

GRANT FUNDING REQUEST

CLG Grant Request: \$

CLG Match (NOT REQUIRED): \$

Total Project Amount: \$

Briefly describe the project funding source and kind:

CLG (APPLICANT) INFORMATION

Federal ID (EIN) Number:

UEI Number:

Street Address:

City:

Zip Code:

Project Coordinator Name:

Project Coordinator Title:

Phone Number:

E-mail:

PARTNER INFORMATION

Complete this section ONLY if the CLG is partnering with another entity (please see the manual for requirements)

Is the CLG requesting third-party administration by the partner entity: ☐ Yes ☐ No

Name of Non-profit or Public Entity:

Federal ID (EIN) Number:

UEI Number:

Contact Name:

Phone Number:

E-mail:

Street Address:

City:

Zip Code:

PROJECT INFORMATION

A. PROJECT GOALS (2,000 characters)

B. PROJECT NEED (2,000 characters)

C. SCOPE OF WORK (8,000 characters)

D. FUNDING NEED (1,500 characters)**E. PROJECT TIMELINESS (1,500 characters)****F. PROJECT BENEFIT AND IMPACT (2,000 characters)**

G. PROJECT CONSIDERATIONS (1,000 characters each)

Is the project related to the goals identified in the CLG's annual reports and/or most recent program evaluation? If so, describe.

Is the project related to the goals identified in the [Michigan Statewide Historic Preservation Plan](#)? If so, describe.

Is the project related to one or more of SHPO's funding priorities for the fiscal year (see the grant manual)? If so, describe.

Are there other entities that will benefit from the project or is the project related to other community activities? If so, describe.

How will the value of preservation be communicated through the project and how will the public be informed about the project?

PROJECT BUDGET

Provide a project budget that matches the items described in the scope of work. All grant funds are paid on an expense reimbursement basis only. The applicant must have funds available for expenditures amounting to 100 percent of the project cost at the time of submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the project. SHPO will review and may make changes to the budget line items as submitted in the application. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

WORK ITEMS	CLG FUNDS	CASH MATCH	IN-KIND MATCH	PROJECT TOTAL
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL COSTS:	\$	\$	\$	\$

WORK SCHEDULE

On the following page, provide a work schedule that includes major project milestones. Remember that work cannot begin until the grant agreement is executed. Assume a period of performance of **July 15, 2027 to August 1, 2029**. All project work, including contractor billing and subgrantee payments, must be completed by the end date. No extensions will be given.

Awardees will have until **September 1, 2029**, to submit final completion reports and reimbursement claims, but such reports and claims should be submitted within thirty (30) days completion of a project.

Please see Appendix C. Work Schedule Requirements in the grant manual for specific items that should be included in the work schedule.

Date	Grant Agreement
July 2026	Grant agreement executed
Date	Grant Project Work Items
No later than Aug 1, 2029	All project work is complete and all project costs are paid by subgrantee
Date	Project Reporting
Every Jan 15, April 15, July 15, and Oct 15	Submit Quarterly Progress Report to SHPO for review while project is active
Date	Project Close-Out
No later than Sept 1, 2029	Submit Completion Report and Reimbursement Request
	Disbursement of grant funds to subgrantee within 30 days of an approved Completion Report