



Michigan Certified Local Government Program CLG Project Grant Application Checklist

This checklist is provided for the benefit of applicants only and should not be included with the grant application. **Please note: Exhibits may take time to gather, particularly required resolutions. Applicants are encouraged to start gathering materials early in the grant application to ensure timely submission.** The full grant manual, grant application, all required forms, and templates are available on the SHPO website at www.michigan.gov/CLGgrants.

Required for all Projects:

- ☐ Complete application form
- ☐ Signed certifications and signature page
- ☐ Exhibit A: Financial Verification
 - ☐ Verification of Availability of Funds (documentation showing 100% of project costs are available)
 - ☐ Financial Management certification
- ☐ Exhibit B: Resolution from the CLG
- ☐ Exhibit C: Support letter from the Historic District Commission

Exhibit D Photograph Requirements

- ☐ Required for:
 - ☐ Historic Resource Surveys (5-10 photos of representative properties and streetscapes)
 - ☐ Study Committee Reports (5-10 photos of representative properties and streetscapes)
 - ☐ National Register Nominations (5-10 photos for individual properties and 10-15 photographs for historic districts)
 - ☐ Planning projects (5-10 photos of representative properties/areas to be included in the study)
 - ☐ Archaeological Studies (3-5 photographs showing conditions at the property)

- ☐ Hands-on Trades Training (5-10 photographs showing conditions at the property)
- ☐ Heritage Tourism Materials (5-10 photos of representative properties/areas to be included in the materials)
- ☐ Pre-development Project (5-15 photos showing existing character and conditions at the property)
- ☐ Development Project (5-15 photos showing existing character and conditions at the property)
- ☐ Submitted electronically as individual files in JPEG or TIFF format with caption sheet or a single PDF with captions

Exhibit D Map Requirements

- ☐ Required for:
 - ☐ Historic Resource Surveys
 - ☐ Study Committee Reports
 - ☐ National Register Nominations
 - ☐ Planning Projects
 - ☐ Archaeological Studies
 - ☐ Pre-development Projects
 - ☐ Development Projects

Additional Requirements for Pre-Development and Development Projects:

- ☐ Letter from the property owner stating no tax incentives have been or will be taken for the proposed work
- ☐ Letter from the property owner indicating they are the legal owner of the property and support the grant application and proposed work
- ☐ Copy of the property deed or other sufficient documentation showing property ownership
- ☐ Designated flood area certification
- ☐ DEVELOPMENT ONLY: Copies of plans, drawings, and/or specifications for the proposed work

Additional Requirements for Sponsored Projects

- ☐ Resolution from the CLG's partner entity
- ☐ Memorandum of Understanding outlining responsibilities

Optional Documentation

- ☐ Additional support letters from other groups (e.g., historical society, Main Street organization, planning commission, community groups, etc.)
- ☐ Cost estimates or quotes for the proposed work (not formal bids)
- ☐ Copies of relevant documents (e.g., condition assessments or structural analysis), documents to be updated (e.g. old design guidelines to be updated through the grant), mock-ups, or models that serve as reference for the proposed project