

The Maine Steeples Project  
**Step 2: Assessment Grant Application**  
Revised 4/13/10

1. Name of church and/or nonprofit \_\_\_\_\_

2. For person completing this application:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

3. Attach a copy of the completed Steeples Project Information Form that you shared with Maine Preservation.

4. Date of your most recent site visit from Maine Preservation \_\_\_\_\_

**Building Information**

5. Outline the major maintenance or restoration efforts related to the church structure, particularly the steeple, within the past 10 years. *When was it last painted? How often is the steeple accessed for maintenance?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Attach a minimum of 10 digital images (or 4" x 6" glossy pictures), showing the overall exterior structure and details of the area needing repair.

**Assessment Information**

7. Whom/what firm do you intend to hire to do the assessment?

\_\_\_\_\_

8. Attach the qualifications of the person/firm doing the assessment and include several references.

9. Has your assessor reviewed the Assessment Requirements and Sample Assessment mentioned in the description of this grant program and confirmed that he/she can meet these expectations?

Yes

No

10. Describe the equipment necessary to conduct the steeple assessment. *Will you need to use a boom truck, temporary lights, or ladders? Is the steeple accessible from inside?*

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11. What is the projected cost of this assessment? \_\_\_\_\_

12. Attach a written quote from an assessor dated within past year.

**Grant Request Information**

13. How much money are you requesting? *Maximum is \$4,000* \_\_\_\_\_

14. If you receive the full grant amount you requested, do you currently have funds in place to meet the minimum 10% match and cover the projected cost of this assessment?

Yes       No, but can raise by \_\_\_\_\_

**General Information**

15. What is your average weekly attendance (if church) or overall membership base (if nonprofit)? \_\_\_\_\_

16. If you (the applicant) are not an active church, what is the cultural and community significance of the building?

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17. What is your annual operating budget? \_\_\_\_\_

18. In selecting churches/nonprofits to receive assessment grants, we are looking for groups who are both willing and able to proceed with the restoration of their steeple. Please share what conversations and commitments you have received from your membership that address this question.

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19. Throughout this process, do you agree to follow the *Secretary of the Interior's Standards for Preservation of Historic Properties* or indicate areas where you may not be able to do so?

Yes       No

20. Signature and title of authorized contact: \_\_\_\_\_

21. Date: \_\_\_\_\_

**Please submit one electronic (preferred) or hard copy of this application with attachments to:**

Jennifer Southard  
Maine Community Foundation      or      [jsouthard@mainecf.org](mailto:jsouthard@mainecf.org)  
1 Monument Way, Ste. 200  
Portland, ME 04101

**We will attempt to respond to your request within 30 days of receiving a complete application.**