

The Maine Steeples Project
Step 1: Assessment Application
Revised 2/11/08

Contact Information

1. Name of church and/or nonprofit organization: _____
2. Physical address (including town/city): _____

3. Mailing address (if different): _____

4. Name and title of contact person who is authorized to submit this application: _____
5. Daytime phone number and email address of contact: _____
6. Tax identification number (if not a house of worship): _____

Building Information

7. Describe your building in narrative and attach appropriate photos. *What is the age of the building and steeple? What is the architectural style? What framing system is used (timber, balloon, combination)? Is the church listed or determined eligible for listing in the National Register of Historic Places?*

8. Describe the existing conditions that have prompted your grant request. *Are there particular issues with leaking? leaning? deterioration? structural problems?*

9. 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?*

10. Attach a minimum of five digital images, showing the overall exterior structure and details of the area needing repair.

Assessment Information

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

12. Attach the qualifications of the person/firm doing the assessment and include several references. *We recommend that you review the list of professionals on Maine Preservation’s website (www.maine Preservation.com) under “Resources: Steeples, Towers and Weathervanes.” We will be looking for individuals/firms with a working knowledge of steeples and The Secretary of Interior’s Standards for the Preservation of Historic Properties.*

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

14. What is the projected cost of this assessment? _____

15. Attach a written quote from an assessor dated within past year. The assessor should indicate in writing that he/she understands the required elements to be included in this assessment to meet our grant guidelines. *See Maine Steeples Project, Purpose and Background, Assessment Requirements.*

Grant Request Information

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

17. 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

18. What is your average weekly attendance (if church) or overall membership base (if nonprofit)? _____

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

20. What is your annual operating budget? _____

21. Do you have a capital repair fund? _____ If so, what is the current balance and how is it restricted? _____

22. 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.

23. 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?

Yes No

24. Signature of authorized contact: _____

25. Date: _____

Please submit 1 electronic version or 3 printed copies of this application with attachments to:

Jennifer Southard
Maine Community Foundation or jsouthard@mainecf.org
1 Monument Way, Ste. 200
Portland, ME 04101

We will attempt to respond to your request within 90 days of receiving a complete application.