



**GENERAL INFORMATION**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Project Information (must be located in North Carolina to be considered for funding):

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: North Carolina Zip code: \_\_\_\_\_

County: \_\_\_\_\_

Website or Main Social Media: \_\_\_\_\_

Contact Person for Application:

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Title of Project: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Total Project Cost: \$\_\_\_\_\_

Brief Description of Project (issue, purpose, and plan) (*Characters limited to space provided.*)



**PROJECT INFORMATION (CONTINUED)**

Is this property listed on the National Register of Historic Places?  Yes  No

Have you consulted with anyone at the State Historic Preservation Office? (SHPO) If so, who?

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Have you received a grant previously from the Foundation?  Yes  No If so, when? \_\_\_\_\_

**PROJECT JUSTIFICATION**

The Marion Stedman Covington Foundation advocates for historic preservation in North Carolina through financial support to advance our heritage. **Use this section to explain why your project supports this mission.**

*(Characters limited to space provided.)*



What other funds have been committed or are under consideration for this activity?

<b>COMMITTED</b>		<b>PENDING</b>	
Source	Amount	Source	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Future Funding Plans:

**FINANCIAL RESOURCES**

Beginning/Ending Dates of Fiscal Year: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Current Organizational Budget: \$ \_\_\_\_\_  
 Total Organizational Assets: \$ \_\_\_\_\_  
 Total Organizational Endowment: \$ \_\_\_\_\_  
 Total Current Fund Balances (if applicable): \$ \_\_\_\_\_  
 Income & Expenditures Last 2 Years: \$ \_\_\_\_\_

Primary Source of Income:

**HUMAN RESOURCES**

Number of board members: \_\_\_\_\_ Number of volunteers involved: \_\_\_\_\_  
 Number of congregation members (if applicable): \_\_\_\_\_  
 Number of paid staff: \_\_\_\_\_ Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

**PLEASE ATTACH:**

- 1) A **Cover Letter** describing the organization and more in-depth information about the project
- 2) Current **Operating Budget** for your organization
- 3) A **Project Budget** including income sources and expenditures
- 4) Itemized and detailed **Estimate(s)** from the professional who will undertake the project
- 3) Most Recent **Federal Tax Determination Letter**
- 4) List of current **Board Members** and Addresses
- 5) Most Recent **Financial Statements** (audited statements or an IRS 990 form)
- 6) Representative **Picture(s)** of the Property including pertinent photographs, drawings, or renderings

This applicant warrants that it has not been determined to be a private foundation by the Internal Revenue Service; The Marion S. Covington Foundation will be immediately notified if notice of such a determination ensues. The applicant will act as the responsible fiscal agent for any funds received.

## **FAQ Page**

### **1. What is the State Historic Preservation Office and why should I contact them?**

- a. The State Historic Preservation Office (SHPO) is a government agency that supports historic property owners and professionals across the state of North Carolina. Staff in the Restoration Branch provide free consultation to historic property owners, architects, contractors, and other professionals on their rehabilitation projects. [Find the contact for your region here.](#)

### **2. How do I find out if my property is listed on the National Register of Historic Places?**

- a. You can contact the State Historic Preservation Office Survey and National Register Branch ([find the contact for your county here](#)) or look it up yourself by searching your property's address on their [open access online GIS map](#). Properties may be listed individually or, more often, are listed as "contributing" structures in a National Register Historic District.

### **3. What are Fund Balances?**

- a. Some organizations have Fund Balances, which are special, additional income sources outside of an endowment or other organizational assets. If you do not have any Fund Balances to report, you can leave that section of the application blank.

### **4. What should my Project Budget look like?**

- a. Your Project Budget should be a list of specific tasks that need to be completed to achieve your project goals. The Project Budget must include expenses for each line item (with an exact monetary amount coming from an official estimate) and any incoming revenue sources that will go towards the project either from inside or outside your organization.

### **5. What should be included in the estimate(s) I submit?**

- a. The estimate(s) should be broken down into different line items with expenses listed for each item. Estimates should be signed or at the very least be sent on the professional's letterhead with contact information for the business. We expect applicants to do their due diligence and gather estimates from, ideally, three different professionals or, at the very least, explain in your cover letter or project description why only one estimate is included in your application.

### **6. How do I find my Federal Tax Determination Letter?**

- a. Your Federal Tax Determination letter proves that you are an exempt, nonprofit organization, which is required to receive funding from our Foundation. If you do not have a copy of this letter on hand, you can visit the [IRS website here for information on how to obtain a copy](#).

### **7. What if our financial statements are not audited?**

- a. If your financial statements are not audited, please include an [IRS 990 form](#).

### **8. What kind of photographs or drawings should I submit?**

- a. Please include high resolution, recent, representative photographs of your property along with any additional photographs that relate specifically to your project. If your project includes any architectural drawings or renderings, please include those as well.