STEWARDS PROGRAM: 2011 APPLICATION

BACKGROUND
Preserve America is a national initiative developed in cooperation with the Advisory Council on Historic Preservation (ACHP), the U.S. Department of the Interior, and other federal agencies. Goals of the initiative include a greater shared knowledge about the nation's past, strengthened regional identities and local pride, increased local participation in preserving the country's cultural and natural heritage assets, and support for the economic vitality of our communities.

The Preserve America Stewards program is one component of the initiative. Preserve America Stewards designation will be granted to eligible entities with volunteer stewardship programs that:

- involve individual volunteers in direct and tangible ways in the preservation, interpretation, and promotion of historic properties; and
- fill a significant need in heritage preservation and education through the use of volunteer efforts.

ELIGIBLE APPLICANTS
Any non-profit organization, business, or government entity is eligible to apply for designation as a Preserve America Steward. However, the applicant's stewardship program must have been in existence for at least one full year prior to the nomination deadline.

APPLICATION PROCESS
Copies of the application form, a list of deadlines, and links to information on designated Preserve America Stewards can be found at www.PreserveAmerica.gov. Requests for information or forms can also be made by calling Druscilla Null at the ACHP at (202) 606-8532, or by e-mailing her at dnull@achp.gov.

Applications are received and reviewed by ACHP staff for completeness. Complete applications are shared with the U.S. Department of the Interior (DOI), and sometimes other agencies, for their independent review. Applicants submitting incomplete or unclear applications will be contacted by ACHP staff for additional information or clarification.

When an application is judged complete by the ACHP and DOI, the name of the applicant is added to a list pending the next announcement of designated Preserve America Stewards. Announcement of designated Preserve America Stewards will take place several times a year and may be made by official letter or at a public event.

HELPFUL HINTS FOR PREPARING SUCCESSFUL APPLICATIONS

Applicants should follow some simple guidelines in preparing their applications for Preserve America Stewards designation to ensure their applications are complete and can be processed in a timely manner (item numbers refer to sections of the application form):

Item 1: Be sure to submit two copies of your application and all accompanying materials.

Item 2: Be as specific as possible regarding the historic properties receiving attention under the program. However, it is acceptable for programs with very broad geographic scope (national, regional, or statewide) to indicate that scope in lieu of specific location information.

Item 3: In situations where partners are working together to preserve and interpret historic properties, the applicant organization should be the entity responsible for managing the volunteer program.

Item 4B: The written documentation for this criterion should serve two purposes: 1) it should describe the overall mission of the program, and 2) it should specifically describe how volunteers participate in the stewardship of historic properties. That participation should be direct and tangible, as opposed to solely through monetary contributions or fundraising. Examples of such volunteer participation may include (but are not limited to): monitoring of sites, serving as interpretive docents, assisting with repairs and maintenance, and undertaking research.

Item 4C: Documentation for this criterion should demonstrate how the program's volunteers are filling a preservation need that would otherwise not be met, either in whole or in part. Describe how the program is the sole source for meeting that need or how it is serving to enhance efforts by other parties. Discuss what preservation activities would not take place or would have to be curtailed except for the efforts of volunteers. You may wish to document the impact on your organization or agency if you had to pay for the services now provided by volunteers.

Item 4D: Document how the program meets **at least two** of the criteria. If there is any question about how well the program meets one of the two selected criteria, then provide information on more than two.

Item 4E: Applicants are asked to submit three to five color images that illustrate the work of their program. Digital images on a CD with a minimum resolution of 300 dots per inch (dpi) are preferred; 4" x 6" or larger photographs are acceptable. Photocopies are not acceptable. Please provide captions and credits for these images. The images may be used on the Preserve America Web site or for other publicity purposes.

Item 5: Additional materials are strongly encouraged, since applications will certainly be enhanced with a showing of community interest and involvement through letters of endorsement and illustrative materials. However, they are not required.

Item 6: Make sure to read the release authorization, and sign and date the application. The head of the applicant organization must sign the application.

Application Form

1. GENERAL INSTRUCTIONS

Applications must be submitted in hard copy and will not be returned. **Please provide two copies of all materials (including the three to five related images as described on page 4).** Submission well in advance of one of the quarterly deadlines **(March 1, June 1, September 1, December 1)** will facilitate timely review.

Submit applications to:
Preserve America Stewards
Advisory Council on Historic Preservation
1100 Pennsylvania Avenue, NW, Suite 803
Washington, DC 20004

Sources of additional information:
Office of Preservation Initiatives
Advisory Council on Historic Preservation
(202) 606-8532
Web site: www.PreserveAmerica.gov

2. STEWARDSHIP PROGRAM INFORMATION

Name of stewardship program_____

Number of volunteers participating in program _____

Historic property(ies) protected:_____

Location:
Community(ies)_____ County(ies) _____

State(s) or Territory(ies)_____

Congressional District(s) _____Representative(s) _____

3. APPLICANT INFORMATION

Applicant (name of organization) _____

Check one: ☐ Non-profit organization ☐ Business ☐ Government entity – federal, tribal, state, or local (circle one)

Head of organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Street/Delivery Address *(No Post Office Boxes)*: _____

City: _____ State: _____Zip: _____

Attn: _____ Phone: _____

For more information, contact: _____Title: _____

Phone: _____ Fax: _____ E-mail: _____

4. DESIGNATION CRITERIA AND REQUIRED DOCUMENTATION

A. The program must have been in existence for at least one full year prior to the nomination deadline.
- ❑ Check this box to signify that this is the case.

B. The program must provide individual volunteers with opportunities to contribute in direct and tangible ways to the preservation, protection, and promotion of historic properties. ***(Please provide a written description of the stewardship program that outlines both its overall mission and how it fulfills this criterion. Do not exceed 500 words.)***

C. The program must be addressing an otherwise unfilled need in heritage preservation through the use of volunteer effort. What preservation activities would not take place or would have to be curtailed except for the efforts of volunteers? ***(Please provide a written description explaining how the program meets this criterion. Do not exceed 250 words.)***

D. The program must meet at least two of the following: ***(Please check those that apply and, for each, provide a written description of no more than 250 words explaining how the program meets the criterion.)***

- ❑ Encourages the involvement of youth as volunteers.
- ❑ Provides opportunities for volunteers to experience the landscapes and outdoor spaces associated with historic properties.
- ❑ Preserves historic resources that reflect the diverse cultures that have shaped America's history.
- ❑ Includes an educational component directed at the general public.
- ❑ Provides training for its volunteers.
- ❑ Includes a public/private partnership between governmental and non-governmental entities.

E. Submit three to five images of program volunteers and the historic properties they are working to preserve (CD with digital images scanned at a resolution of 300 dots per inch (dpi) or greater or 4" x 6" color photographs) and provide caption and credit information for each.

5. ADDITIONAL SUPPORTING MATERIAL

Written endorsements by preservation organizations, civic organizations, and elected officials are encouraged. ***(Please provide copies of any letters of endorsement.)***

Brochures, additional photos, reports, publications, etc. may be appended if desired.

6. RELEASE AUTHORIZATION/LOGO USE AGREEMENT

The undersigned gives the ACHP and the Preserve America Stewards program absolute right to use, in whole and in part, all material submitted in furtherance of this application. All submitted materials become the property of Preserve America. Materials may be used in program activities, including publications and Web sites. Preserve America is given permission to make any editorial changes and/or additions to the subject material. The undersigned guarantees to have on file all necessary individual agreements and signatures to ensure Preserve America unencumbered use of all associated material.

I further acknowledge that, if designated a Preserve America Steward, our organization will be authorized to use the Preserve America logo or to refer to Preserve America solely for non-commercial purposes related to the promotion and public understanding of the Preserve America Stewards designation and the Preserve America initiative. I agree that the logo, or any reference to Preserve America, will not be used in for-profit commercial applications or ventures and acknowledge that the

Preserve America logo is a registered trademark entitled to the legal protections attendant to such status. I further agree that any use of the Preserve America logo, or any reference to Preserve America, will be consistent with the stated purposes of the Preserve America Stewards designation and the Preserve America initiative. I further acknowledge that the authorizations described in this paragraph can be revoked at any time and for any reason by the ACHP.

7. SIGNATURE OF APPLICANT

The head of the applicant organization must sign and date this form. Signature must be original and in ink.

Signature: _____ Date: _____

Name (please print): _____

Title: _____