The mission of the Sanford Historic Trust is to protect, preserve and cultivate the historical heritage of the Sanford Community through education and innovative stewardship.

In 2023, $10,000 will be awarded to Sanford homeowners, with a maximum of $2,500 to any individual. In addition to grant award, winners will be gifted a one-year membership to the Sanford Historic Trust. Grants will be project based. Sanford Historic Trust (SHT) Board members and grant committee members are not eligible.

The applicant project must meet all Grant Eligibility criteria, as stated on the application.

* The structure must be at least 50 years old.
* The structure must be within Sanford city limits.
* Grants may be used for exterior or interior projects which preserve the historical structure and nature of design.
* Membership in the Sanford Historic Trust is not required to receive a grant.
* Grants will be given only to homeowners who have resided in the home for a minimum of two years. Proof of Homestead Exemption will be required.
* Your acceptance of any grant awards will include permission to use before and after photos of your project for SHT Marketing. Your name address will not be shared without your express permission. Before photos are required for consideration. If grant is awarded, winners will also need to provide photos at completion.
* Contractor and/or material estimates will be required.
* If there are Code Violations for your structure, please include in application.
* Applicant is responsible for any building permits required by the city.
* Please submit a copy of the Certificate of Appropriateness (COA), if applicable.
	+ **If project is within the Sanford Historic District** and must comply with Schedule S Codes, a COA may be required for exterior projects. If needed, a copy will be required for distribution of funds. <https://sanfordhistorictrust.org/City-of-Sanford-Historic-Preservation-Codes>
	+ **If project is outside of the Sanford Historic District**, a COA is not necessary. An application for, and acceptance of, the SHT Grant will not require your home to adhere to Schedule S codes. The Sanford Historic Trust does not regulate or enforce city codes.

How grant will be evaluated:

* The grant will be evaluated by a committee of at least 4 SHT Members, including at least 1 SHT Board Member.
* Points will be given based on the below criteria for each question. There are 105 points available. Applications that score 50 or more points will be considered.
* A final review of the top finalists will be conducted, and winners will be determined based on application scoring and amount of funding needed (not to exceed $2,500 per applicant).

Application Timeline:

* Applications will be due October 1, 2022
* Grants will be awarded at the January 2023 SHT Membership Meeting.

Winners will be notified in advance.

How to submit:

* Applications may be emailed, with attachments, to grants@sanfordhistorictrust.org or mailed to Sanford Historic Trust, Attn: Grants, PO Box 536, Sanford, FL 32772
* Include Copy of Homestead Exemption for past two years
* Include before photos of project
* Include Contractor and/or material estimates
* Include Code Violation if applicable
* Include Certificate of Appropriateness if applicable

The Grant Committee shall evaluate and rate the applicant projects according to the following criteria:

| **Evaluation Criteria** | **Does Not Meet Criteria** | **Meets Criteria** | **Exceeds Criteria** |
| --- | --- | --- | --- |
| **Project Description – 15 points available.** Purpose of the grant: |
| Project Description  | The project description is not well defined. (5 pts) | The project description is well defined, and the purpose clearly stated. (10 pts) | The project description is impressive and very well defined with clear purpose. (15 pts) |
| **Grant Impact Statements – 45 points available**. Explain how your project: |
| A. Contributes to the historic nature and preservation of your structure | The project has little or no aspect for preserving a historic structure or element. (5 pts) | The project will aid in the preservation of a historic structure, by preserving or restoring an element that is significant. (10 pts) | The project will additionally restore a lost historic feature or element that most likely existed at one time but was removed, degraded, or lost over time. (15 pts) |
| B. Contributes to and enhances the integrity of Sanford’s historic neighborhoods | The project will not significantly contribute to the historic nature or neighborhood in which it is located, or, if exterior, will not be visible to the public. (5 pts) | The project will be visible in the historic neighborhood in which the structure is located, or the project will protect a historic structure and prevent its decay or degradation. (10 pts) | The project will greatly enhance the surrounding neighborhood, ensuring that historic preservation is publicly highlighted. (15 pts) |
| C. How any changes are historically sympathetic–that is, they promote historic preservation and heritage in the City of Sanford | The project is introducing an element that is either not found otherwise in similar historic structures in Sanford, or an element based on speculation or conjecture. (5 pts) | Any changes or modifications will be made in a way that appears to be historically accurate and preserves the heritage of the structure. (10 pts) | The project has the potential to be newsworthy in some way, and to enhance not only the structure, but also call attention to the importance of historic preservation in Sanford and help promote Sanford as a “historically sympathetic” city. (15 pts) |
| **Estimates – 30 points available.** Include material and/or contractor estimates  |
| A. Costs  | The cost of the project is not well defined or exceeds the maximum Grant amount. (5 pts) | The cost of the project is clearly stated, and the materials and labor costs are itemized. (10 pts) | A comprehensive budget with additional information showing the costs is within the scope of funds available and completion is very feasible. (15 pts) |
| B. Budget  | Budget is not specific and did not break down the project costs. Allotted budget is not reasonable for the available grant funds. Estimates may not have been provided. (5 pts) | Budget breaks down project costs. Additional information may be required to determine if the budget is reasonable for the grant funds available. (10 pts) | A comprehensive budget with additional information showing the costs is within the scope of funds available and completion is very feasible. (15 pts) |
| **Date/Documentation Criteria – 15 points total** | **Not Acceptable (0 points)** | **Acceptable (5 points)** |
| Estimated future completion date  | Not supplied  | Provided |
| Proof of ownership & copy of homestead exemption.  | Not supplied | Provided |
| Photographs  | Not supplied | Provided |
| **Additional Documentation if Applicable – No points assigned.**  |
| Code violations, if applicable  | None issued | Provided |
| Certificate of Appropriateness, if applicable  | Not required | Provided |

Please provide before pictures of your structure (all sides) and pictures of the project area.

Reporting: Upon completion of the project, provide photographs of the completed project and proof of purchase for materials and services rendered to grants@sanfordhistorictrust.com. Photos and receipts must be received by 12/31/23.