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**PRESERVATION PENNSYLVANIA**  
**PRESERVATION FUND OF PENNSYLVANIA**  
**APPLICATION**

Please note : maximum request is \$50,000 loan or grant/loan combination.

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**APPLICANT ORGANIZATION**

1. Name of Organization:  
Address:  
City: Zip:  
Telephone:  
Fax:
  
  2. Staff or Volunteer Contact: Title:  
Address:  
City: Zip:  
Telephone (office) (home)  
FAX:  
Email:
  
  3. Processing Fee: \$25 for institutional members \$75 for non-members (includes a one year membership)  
Membership category: Year joined:
  
  4. IRS Determination:  
Section 501(c)(3)  Yes  No  
If no, explain organization's current status
  
  5. Organization founding date: Number of members:
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**PROJECT INFORMATION**

1. Name of project:
  
  2. Location (street address, city, county):
  
  3. Property Owner (if different from applicant)  
Name:  
Mailing Address:
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**PROJECT INFORMATION (continued)**

4. Property size: \_\_\_\_\_ Building size: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Current use: \_\_\_\_\_  
Condition of property  
 Excellent       Good       Fair       Poor
5. Are there any consultants under contract on the project?  
 Yes       No  
If yes, list names below:
6. Fund category (check one):  
 Acquisition Loan/Grant       Loan
7. Project Summary: Include project purpose, significance, workplan, and timetable.  
Use only the space provided.

8. Describe role and importance of Preservation Fund support:

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9. Describe nature and extent of involvement, support, endorsement, or opposition to the project by other organizations or agencies.

Co-sponsors/cooperating organizations:

Pennsylvania Historical and Museum Commission  
Bureau for Historic Preservation:

Local preservation organization/historical society:

Local HARB or historic commission (if property is included in a locally designated historic district):

Local planning agency:

Other agencies/organizations/institutions:

11. Describe the project's origin and present status:

12. Project Personnel (list below and attach resumes):

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**PROJECT INFORMATION (continued)**

13. Describe any imminent threat/danger to the property:

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**PROPERTY BACKGROUND**

1. Historic name(s) of property:
  
  2. Date(s) of construction and dates of subsequent major additions/alterations:
  
  3. Architect/builder:
  
  4. Brief statement of property's historic/architectural significance:
  
  
  
  
  
  5. Brief physical description of property:
  
  
  
  
  
  6. Is the property or any portion of the property recognized in federal, state, and/or local surveys or registers?       Yes       No  
 Listed in *Pennsylvania at Risk* Year \_\_\_\_\_  
 Listed on local endanger properties list  
 In locally designated historic district (Name of district)  
 Local Survey (note survey title/organization responsible)  
 Survey information submitted to Bureau for Historic Preservation  
 Eligible for National Register  
 Listed in the National Register of Historic Places  
 HAB/HAER documentation  
 National Historic Landmark
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## PROJECT FINANCIAL INFORMATION

1. **Financial Projections.** Itemize the financial projection/budget for the project. Include sources (and levels of funding expected) and anticipated project costs. Attach additional pages as necessary to provide a complete breakdown of income and expense projections. Also attach evidence of anticipated or committed funding if available.
  2. Funding requested from the Preservation Fund:
  3. Describe the collateral to be used for the loan:
  4. List other any other funding sources that have been or will be solicited for this project (include name, status, and amounts requested):
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## CHECKLIST

The following items must accompany this application form. No application will be considered unless all the items listed below have been submitted. These materials will not be returned.

- Copy of the organization's charter of incorporation
- Copy of the organization's bylaws
- List of the organization's current board of directors
- Copy of IRS determination letter granting tax exempt status
- Organization's most recent annual report
- Organization's most recent audit and financial statements
- Photographic documentation that shows both general views and significant details of the project property
- Letters of endorsement and support (optional)
- Check for the processing fee (\$25 for member organizations; \$75 for nonmembers)  
Make check payable to: Preservation Pennsylvania

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**SUBMITTAL AUTHORIZATION**

As a duly authorized representative of \_\_\_\_\_,  
I submit this loan request to the Preservation Fund of Pennsylvania.

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Signature

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Please type or print name

Title:

Date:

Address (if not given above)

Telephone (if not given above)

Email (if not given above)

Please mail completed application, supporting materials, and application fee to:

Preservation Pennsylvania  
257 North Street  
Harrisburg, PA 17101  
Tel. 717-234-2310  
Fax 717-234-2522  
[info@preservationpa.org](mailto:info@preservationpa.org)  
[www.preservationpa.org](http://www.preservationpa.org)

Please allow 30 days for application review.

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