



*RESTORATION  
& ASSISTANCE  
GRANT PROGRAM*

## *RESTORATION & ASSISTANCE GRANT PROGRAM*

Old Riverside Foundation Restoration Grants aim to preserve our community's cultural heritage by assisting building owners with maintaining the architectural integrity and sustainability of structures in Riverside that are at least 50 years old. The following guidelines have been established by the ORF Board of Directors for the administration of the grant program.

Restoration and assistance grants are awarded annually in the fall of each calendar year to eligible projects. The awards are presented during the organization's annual membership meeting. Typically, the maximum individual award is \$2,500. The recipients are determined by a vote of the Board of Directors, upon the recommendation of the Grants committee.

### *ELIGIBILITY REQUIREMENTS*

All projects submitted for consideration must meet the following criteria.

- Grant recipient (Grantee) must be a member of Old Riverside Foundation.
- Grantee must own the building on which the restoration project is taking place from the time they apply for the grant and for one year following the date funds are paid out after completion of the approved project.
- The project for which the grant is applied for must be located on a
  - private residence or building, or
  - property owned by a non-profit organization, or
  - property being restored by a non-profit organization, or
  - property being restored by a recognized community group, or
  - public building open to the general public.
- The project must restore, improve, rehabilitate, or preserve a historical or architecturally significant feature of the structure or location and use the guidelines in the City of Riverside's "Rehab Riverside Right" publication, available online [here](#).
- The project must be completed within twelve (12) months of the award date (October of each year).
- The application for the grant must be submitted using the approved ORF Preservation Grant submission form and all required supplemental documentation.

## *SELECTION CRITERIA*

The Grants Committee will review each submission to ensure the application meets the general eligibility requirements and is consistent with the goals of ORF.

Committee members may visit each location during the selection process to collect additional information as may be needed to evaluate the project. Owners may need to be available for site inspection during the selection process (July-August), at a mutually convenient time.

Committee members will evaluate the applications based on the following additional items:

- The closeness with which the work follows the original character and fabric of the location, property, or structure.
- The degree to which the finished project will be visible to the public.
- The ability of the applicant to finish the project within the specified time.
- The compatibility/consistency with the pertinent historic significance of the structure or location.

## *ADDITIONAL CONSIDERATIONS*

Priority will be given to:

- Applications submitted by individuals over businesses.
- Applications reflecting accurate restorations of period-appropriate construction and design.
- Locations on any State, Federal or local Historic Resources Inventory, including Landmarks, Historic Structures, or Structures of Merit; or within any Historic District or Neighborhood Conservation Area.

## *POST-SELECTION EXPECTATIONS*

Grantees will be notified by email in September of the year they apply.

Grant funds are dispersed after certification of project completion.

Projects need to be completed by October 1 of the following year. The applicant is expected to keep the Grants Committee informed of any project delays that will affect the completion date, and may request an extension of the expected completion date.

*POST-SELECTION EXPECTATIONS, cont'd*

Grantees must submit:

- All applicable labor and materials invoices and receipts showing payment.
- A summary of the finished project, certifying the project as defined in the application was completed.
- At least two photos documenting the completed project.

The Grants Committee may visit the site to view and document the finished project.

Once these steps have been completed ORF will issue a check for the cost of the project up to the maximum amount awarded.

*SUBMISSION GUIDELINES*

The application period for submission of a grant application is January 1 through June 30 of each calendar year. Completed applications may be submitted by email to: [grants@oldriverside.org](mailto:grants@oldriverside.org) or by mail to:

Old Riverside Foundation  
P.O. Box 601  
Riverside, CA 92502  
ATTN: Grants Committee

- All submissions must be on the proper form.
- Applications must be complete.
- Additional project information is encouraged and may be submitted with the application.
- Applications received after 11:59 pm, June 30 must be resubmitted for the following year.

Questions can be sent to: [grants@oldriverside.org](mailto:grants@oldriverside.org)

*Best of luck in the application process and thank you for helping to preserve Riverside's architectural heritage.*



## RESTORATION & ASSISTANCE GRANT APPLICATION

### ***CONTACT INFORMATION***

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Are You:

Individual     Business     Non-Profit     Governmental     Civic Group

### ***PROPERTY INFORMATION***

Property Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Telephone \_\_\_\_\_

Owner Email \_\_\_\_\_

### ***DESCRIPTION OF PROPERTY BEING IMPROVED***

Describe any structures, significant features, and historical information related to the property.



## RESTORATION & ASSISTANCE GRANT APPLICATION

### ***PROJECT DESCRIPTION***

*Describe in detail the scope and nature of the rehabilitation or restoration in total. Include a description of all work to be done and general types of materials to be used.*



## RESTORATION & ASSISTANCE GRANT APPLICATION

### ***GRANT FUNDS USAGE***

*Describe in detail how the grant funds will be used in this project, noting general materials used and name of contractor(s), if any, performing the work.*



## RESTORATION & ASSISTANCE GRANT APPLICATION

### ***SUPPORTING DOCUMENTS***

*Include photographs of property, architectural drawings or renderings, and any technical specifications that apply. All documents should be no larger than 8½" by 11".*

### ***APPLICANT SIGNATURE***

*I have read, understand, and agree to all guidelines and stipulations within this application and declare that all information I have provided is true and current as of this date.*

Name \_\_\_\_\_

Date \_\_\_\_\_

*Please email (preferred) to [grants@oldriverside.org](mailto:grants@oldriverside.org)*

*or mail to:*

*Old Riverside Foundation*

*P.O. Box 601*

*Riverside, CA 92502*

*attn: Grants committee*

***ORF USE ONLY***

RECEIVED

VISITED

AWARD