



## STEWARDS PROGRAM: 2008 APPLICATION

### BACKGROUND

Preserve America is an Administration 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. First Lady Laura Bush is Honorary Chair of Preserve America.

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 effort.

### 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](http://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](mailto: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.

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## **HELPFUL HINTS FOR PREPARING SUCCESSFUL APPLICATIONS**

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

**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 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.

**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.

**PRESERVE AMERICA**  
**STEWARDS PROGRAM: 2008 STEWARDS APPLICATION**

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*Application Form*

**1. GENERAL INSTRUCTIONS**

Applications must be submitted in hard copy and will not be returned. **Please provide an original and one copy 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](http://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)

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.

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- 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. *(Please provide a written description explaining how the program meets this criteria. 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.
  - 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**

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.

Release authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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