

**BERGEN COUNTY  
HISTORIC PRESERVATION TRUST FUND GRANT PROGRAM  
of the  
Bergen County Open Space, Recreation, Floodplain Protection,  
Farmland and Historic Preservation Trust Fund**

**APPLICANT CHECKLIST**

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, review the following checklist. Keep in mind that depending on your project, additional information and attachments may be required. Do not return this form with the application. 2026 Historic Preservation Grant Applications are due by **Friday, April 24<sup>th</sup>, 2026 by 4:30pm.**

**FOR ALL APPLICATIONS THE FOLLOWING ARE REQUIRED:**

Completed application  
Attachment A – Owner Assurances and Lease  
Attachment D – New Jersey or National Register of Historic Places status  
Attachment E -Photographs – digital, with each photo clearly labeled and dated  
Attachment F – Long-range Maintenance Plan and Budget  
Attachment G – Resumes of Consultant and/or Contractor's personnel  
Attachment H – Americans with Disabilities Act compliance  
Attachment I – Fire Suppression Plan  
Attachment J– Documentation of Available Match  
Attachment K – Long-range Plan  
Attachment L - Public Hearing Advertisement as Published  
Attachment M - Public Hearing Minutes (portion if part of a larger meeting)  
Map(s) - (8 1/2 x 11) Include a site plan if the project is part of a complex of historic properties.

Supporting documentation as required which may include but are not limited to:

- Preservation Plans
- Historic Structure Reports
- National Register forms
- Construction manuals
- Construction design drawings
- Certificate of Eligibility
- RFP or Scope of Services

**FOR NON-PROFIT ORGANIZATIONS, ALSO INCLUDE:**

- Attachment B – Organizational Information
- Attachment C – Applicant's Personnel
- Organization's By-Laws
- Proof of qualification as a charitable conservancy
- Most Recent financial audit
- Resolution of Acknowledgment from the municipality in which the project is located