

State Development Grant Program Guidelines

All applications must be submitted via [GoApply](#).

Contact

State Historic Preservation Office
304-558-0240

Deadline

September 30, 2026, 11:30 PM

Project Period

Approximately January 1 to December 31

The purpose of the West Virginia State Development Grant is to support brick-and-mortar preservation projects. The funding source for this grant program is appropriated by the WV Legislature, through Lottery Funds.

Who may apply to this grant program?

- State or local government agency
- Non-profit organization
- Private citizen
- For-profit firm
- Education institution

In addition, applicants must:

- Own the property, or
- Have a long-term lease and written permission from the owner to conduct the proposed project, or
- Have a commitment with the owner to purchase the property and provide a deed showing new ownership prior to the grant award

What properties are eligible for grant funding?

The property must be individually listed in the National Register of Historic Places or be a contributing structure in a National Register Historic District.

What activities are eligible for grant funding?

- Preservation which is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic



resource; work, including measures to protect and stabilize the property; and/or applying measures to sustain the existing form, context, integrity and materials of a resource.

- Protection projects which apply measures designed to affect the physical condition by defending or guarding it from deterioration, loss or attack, or to cover or shield the site from danger or injury. This is usually of a temporary nature, and anticipates future preservation treatment.
- The rehabilitation of a property, meaning the act or process of making possible a compatible use for a property through repair or alterations while preserving those portions or features which convey its historical, cultural, and architectural values.
- Restoration, specifically, the acts or processes of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-related work to make properties functional is appropriate within a restoration project.
- Stabilization measures designed to reestablish the physical stability of a deteriorated historic resource while maintaining the essential context and integrity as it exists at present.

What does the application entail?

All grant applicants will submit a complete grant application that includes:

- Registering on GoApply
- Contact Information
- Project Narrative
- Administrative Capacity*
- Budget
- Matching Share

and include the following attachments:

- A copy of the deed
 - If the applicant does not own the property provide an original letter from the owner indicating cooperation should a grant be awarded and knowledge of potential covenant.
- A current (within the last 3 months) bid estimate from a contractor

- Documentation/proof of available funds to pay all expenses upfront (this will provide proof of ability to pay the matching share)
- At least two photos for each individual work item for which funds are being requested
- At least two photos of the entire building's exterior
- At least three letters of support
- Assurances Agreement (424D)

Does this grant require matching funds?

Yes. Applicants are required to match grants on an equal dollar-for dollar (1:1) match basis.

In addition:

- All funds used for the matching requirement must be in cash.
- The match cash derived from the Community Development Block Grant Program or Revenue Sharing Program.
- In-kind building/construction material donations (i.e roofing shingles, siding) or contractor labor. Non-cash match cannot exceed 25% of the total project cost.
- All applicants must demonstrate in their application that they have the ability to pay total project costs upfront prior to reimbursement.

What may not be used as matching funds?

- Funds from any federal government source may not be counted as matching funds.
- Administrative costs cannot be counted as matching funds.

What grant expenditures are eligible?

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period. Work conducted prior to entering a grant agreement with the WV Department of Tourism is not eligible for reimbursement.

If funded, what are my obligations?

- Attend the mandatory grant orientation.
- All project activities must adhere to the Secretary of the Interior's Standards.

- Follow West Virginia competitive bidding and purchasing requirements, and 18 USC 1913 regarding the use of federal funds for lobbying activities.
- Comply with Labor standards, including, when applicable, prevailing wage rates established by the Davis-Bacon Act.
- Adhere to the Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- Verification of flood plain status or of flood insurance.
- Sign, notarize, and return the contract.
- Submission of specifications and vendor contracts to the State Historic Preservation Office for approval before beginning work and before making any changes in the course of the work.
- Erection of a sign during the project period indicating project funding source.
- Inspection and approval of work by the State Historic Preservation Office.
- Maintenance of proper financial records and submission of documentation (invoices and proof of payment) for reimbursement.
- Submission of progress reports to the State Historic Preservation Office.
- Additional photographs of existing conditions and of the completed work.
- A final project report including a complete description of the work, cost, and resources used.
- Recording of a covenant on the property ensuring its maintenance and historic integrity
 - Should a grant sponsor violate the terms of a grant covenant or a grant agreement, that sponsor will be barred from consideration of future funding for 5 years.

Grant Funding (\$ Amount)	Time Requirement of Covenant
\$1,000* - \$50,000	5-year minimum covenant (amended to deed)
\$50,001 - \$100,000	10-year minimum covenant (amended to deed)
\$100,001 and above	15-year minimum covenant (amended to deed)

*No grant will be awarded for less than \$1,000

If awarded, when will funds be received?

This is a reimbursement grant, meaning that the grantee is reimbursed for approved services and materials. Reimbursements will be made to grantees as phases of the project are completed. The final reimbursement is issued after the project has been completed and SHPO has completed the final site visit and approved the work. The WV Department of Tourism shall make payments on grant awards within 6-8 weeks of receiving documentation of the completed work in accordance with the contract and invoice procedures of the Administration Section of the Department of Tourism and consistent with requirements of the State Auditor.

What is the evaluation process?

This is a competitive grant program. Applications will be reviewed by the WV State Historic Preservation Office for completeness and eligibility. A panel consisting of outside experts in fields such as architecture, grant management, history, and engineering, will review and score eligible applications. Panel recommendations are then approved, amended, or rejected by the WV Archives & History Commission. Projects may be partially funded based upon the office's funding priorities and the amount of grant funding appropriated by the West Virginia Legislature. The Governor's Office makes the final decision to approve or deny the funding of projects.

Panelists will use the following criteria to evaluate each request:

ARCHITECTURAL/HISTORICAL SIGNIFICANCE

- Project targets a property a National Historic Landmark or is listed in the National Register of Historic Places.
- Application shows how the property fits into the history of its community.
- Applicant distinguishes if the property is an outbuilding.

APPLICATION

- Application is complete – All required forms and attachments have been submitted.
- Application is well-written, and intent is clear.
- Application provides a clear and feasible description of proposed work.

- Application includes a clear and complete budget.
- Photographs sufficiently illustrate the condition of the property and demonstrate the project needs.

PROJECT

- Project will preserve the cultural resource and/or enhance its use.
- Project will result in the protection and enhancement of the property's significant defining features.
- Applicant demonstrates an adequate understanding of the necessary repairs.
- Project budget is adequate to accomplish the project.
- Applicant gives enough information to determine the cost of the project and grant award.

COMMUNITY SUPPORT

- Project will benefit the community.
- Application shows that there is community support for preserving and protecting the property, particularly in the letters of support.

ADMINISTRATIVE CAPACITY

- Applicant demonstrates an understanding of the effort required to administer the grant.
- Applicant demonstrates a long-term commitment to the maintenance of the property.
- Applicant demonstrates the ability to financially maintain the property after improvements are completed.
- Applicant demonstrates the ability to pay total project costs upfront prior to reimbursement.

What are the priorities for State Development projects?

The following priorities shall be used by the Commission in awarding grants:

First Priority (30-26 Points)

Work required to give the building a weather proof envelope and make it structurally sound, or will abate any serious threat to the structure whether from internal or external sources. This may include, but is not limited to, roof replacements, gutter/downspout replacement or repair, replacement of hazardous wiring, and foundation work or the repair of structural elements.

Second Priority (25-21 Points)

Rehabilitation of exterior features particularly those which will offer protection from deterioration typically caused by natural elements. These activities include window repair or replacement, if deemed necessary, major repointing, exterior painting required to protect exposed wood that has been neglected.

Third Priority (20-16 Points)

Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.

Fourth Priority (15-11 Points)

Restoration of character defining interior features.

Fifth Priority (10-5 Points)

Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.

Are there different funding priorities for archaeological development projects?

Yes, the following priorities shall be used by the Commission in awarding grants to archaeology projects:

First Priority

Projects whose objectives involve the protection, stabilization, or preservation of an archaeological resource in danger from such land altering activities as development or erosion.

Second Priority

Projects whose objectives involve the protection and preservation of archaeological resources in danger of destruction from unauthorized excavation or looting.

If an applicant has received funding in a previous grant cycle, can they receive funds again?

Yes, but SHPO reserves the right to not recommend projects that received a State Development Grant the previous year or have received more than \$50,000 in State Development Grants.

Terms

*Administrative Capacity is a person or organization's ability to oversee the progression of the grant, including soliciting contractors, reporting to the State Historic Preservation Office, and managing finances.

2027 State Development Grant Application 2027

Application

Due Date: 9/30/2026 11:30 PM America/New_York

Description

The ***State Development Grant Program*** is for rehabilitation of properties that are listed on the [National Register of Historic Places](#) or a contributing property in a historic district or/and archaeological development of a site listed on the National Register of Historic Places. The funding source for this grant program is appropriated by the West Virginia Legislature, through Lottery Funds.

GOapply grant deadline is: Wednesday, September 30, 2026 at 11:30pm

GOapply Reminders:

- Save Often using the "Save Draft" green button at the bottom left of each page.
- Only one document is allowed for each upload question/field.
- If you want to submit more photographs or documents for a question, you can submit a multi-page .pdf document. It must be a single file and less than 1MB in size.
- The submitted application has a size limit of 20MB in total. If you have a large file that cannot be reduced in size, email Susan.K.Wood@wv.gov to discuss alternatives.

Contact

Meredith C Dreistadt

<https://wvculture.org/agencies/state-historic-preservation-office-shpo/grants/>

State Development Grant Application

West Virginia State Historic Preservation Office

Required Checklist

Is your property listed in the National Register of Historic Places? *

No

Yes

Only National Register properties are eligible for a Development Grant from the West Virginia State Historic Preservation Office. Read the properties listed on the [National Register of Historic Places](#) in WV.

A copy of the deed has been provided.*

Yes

No

A current (within the last 3 months) bid estimate from a contractor has been included.*

Yes

No

Documentation/proof of available funds to pay all expenses upfront have been provided.*

Yes

No

Provided at least two photos for each individual work item for which funds are being requested.*

Yes

No

Provided at least one photo of the entire building's exterior.*

Yes

No

At least three letters of support have been included.*

Yes

No

Assurances Agreement (424D) has been reviewed, signed, and attached.*

Yes

No

I. Project, II. Location

I. PROJECT

Name of Project *

II. LOCATION

Location of Project (address or general coordinates)*

A. County in which the project is located*

Historic Name as listed in the National Register or Name of Historic District - [Read the List](#)

e.g., Elk City Historic District

B. If your property is located in a listed historic district, please provide the name of the district:

C. Or if your property is individually listed in the National Register, please provide the name of the resource:

III. Property Owner, IV. Sponsor, Contact Person

III. PROPERTY OWNER

Property Owner Type*

- Commercial
- Educational Institution
- Government
- Non-profit
- Residential
- Public
- Private
- Private Non-profit
- Religious
- Other

Is the property owned by an organization or an individual(s)?*

- Organization
- Individual(s)

PROPERTY OWNER ORGANIZATION

Property Owner

Phone number

Email

Mailing Address - Street

City

State

Zip

PROPERTY OWNER INDIVIDUAL 1

Property Owner First Name

Property Owner Last Name

Phone number

Email Address

Mailing Address - Street

City

State

Zip

PROPERTY OWNER INDIVIDUAL 2

Property Owner First Name

Property Owner Last Name

Phone number

Email

Mailing Address - Street

City

State

Zip

Property Type*

- Commercial
- Mixed Use
- Residential
- Public
- Other

IV. SPONSOR

(used in the case of an organization or individual applying and administering the grant on the property owner’s behalf or in the case of long-term leases)

Is the Grant Sponsor an organization or an individual(s)?

- Organization
- Individual(s)

Sponsor - Organization

Grant Sponsor Name

Phone number

Email

Sponsor - Individual 1

First Name

Last Name

Phone number

Email Address

Sponsor - Individual 2

First Name

Last Name

Phone number

Email

Sponsor Type*

- Non-Profit
- Commercial
- Indian Tribe
- Educational Institution
- Government
- Private
- Private Non-profit
- Religious
- Other

CONTACT

Contact Person*

First Name*

Last Name*

Mailing Address - Street

City

State

Zip

Phone number*

Email*

V. Narrative

A. Describe the current overall condition of the historic property (note major previously completed work, areas of concern, any significant deterioration). Address types of materials present (i.e. brick masonry, metal roof, wooden porch).*

B. What areas of deterioration would be addressed by this grant funding?*

C. How does this property fit into the history of the community?*

D. What is the current/future use of this building?*

E. How do you think this project will impact your community (neighborhood, main street, town)?*

VI. Administrative Capacity

A. Who will be responsible for administering the grant? What is their experience management and financial record keeping? *

B. What additional work, if any, will be needed to maintain the property? How do you plan to fund it?*

C. Will a Consultant or Architect be engaged to evaluate the project, to prepare specifications, or to supervise the work?*

Yes

No

1. If you are already working with a consultant or architect, please provide their name and contact information (phone number/email).

D. wvOasis Vendor Number (link to wvOasis)*

See Link Below.

[wvOasis LINK](#)

If you don't have a wvOasis Vendor account, follow the directions in this link to register a new wvOasis Vendor account.

VII. Budget

Break each work item (i.e. roof replacement, gutter installation, window repair) into individual items below.

Item 1

Item 1 - 1. Provide a detailed description of existing condition of the feature*

Item 1 - 2. What methods and materials would be used to repair/replace deteriorated features? *

Item 1 - 3. Itemized Budget

Item 1 - Grant Request*

Enter 0.00 if the amount is zero.

Item 1 - Match Amount*

Enter 0.00 if the amount is zero.

Item 1 - Total

\$0.00

Item 2

Item 2 - 1. Provide a detailed description of existing condition of the feature

Item 2 - 2. What methods and materials would be used to repair/replace deteriorated features?

Item 2 - 3. Itemized Budget

Item 2 - Grant Request

Enter 0.00 if the amount is zero.

Item 2 - Match Amount

Enter 0.00 if the amount is zero.

Item 2 - Total

Item 3

Item 3 - 1. Provide a detailed description of existing condition of the feature

Item 3 - 2. What methods and materials would be used to repair/replace deteriorated features?

Item 3 - 3. Itemized Budget

Item 3 - Grant Request

Enter 0.00 if the amount is zero.

Item 3 - Match Amount

Enter 0.00 if the amount is zero.

Item 3 - Total

Item 4

Item 4 - 1. Provide a detailed description of existing condition of the feature

Item 4 - 2. What methods and materials would be used to repair/replace deteriorated features?

Item 4 - 3. Itemized Budget

Item 4 - Grant Request

Enter 0.00 if the amount is zero.

Item 4 - Match Amount

Enter 0.00 if the amount is zero.

Item 4 - Total

\$0.00

Item 5

Item 5 - 1. Provide a detailed description of existing condition of the feature

Item 5 - 2. What methods and materials would be used to repair/replace deteriorated features?

Item 5 - 3. Itemized Budget

Item 5 - Grant Request

Enter 0.00 if the amount is zero.

Item 5 - Match Amount

Enter 0.00 if the amount is zero.

Item 5 - Total

\$0.00

Item 6

Item 6 - 1. Provide a detailed description of existing condition of the feature

Item 6 - 2. What methods and materials would be used to repair/replace deteriorated features?

Item 6 - 3. Itemized Budget

Item 6 - Grant Request

Enter 0.00 if the amount is zero.

Item 6 - Match Amount

Enter 0.00 if the amount is zero.

Item 6 - Total

\$0.00

ITEMIZED BUDGET TOTALS

Total Grant Request

\$0.00

Total Match Amount

\$0.00

Total Project Cost

Total Grant Request + Total Match Amount

\$0.00

VIII. Matching Share

Please describe your matching share (at least 50%) of the project. Is the match in cash, staff time, volunteer time, donated materials, etc.? Applicants must include current documentation/proof on page IX. Attachments (i.e., bank statement, etc.) of existing funds to pay total project cost up front.

NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)*

A. Cash, In-Kind, Total Funding Match

Cash - (attach support documentation above)*

Enter 0.00 if the amount is zero.

In-Kind*

Enter 0.00 if the amount is zero.

In-Kind (specify)*

Total Funding Match

Cash + In-Kind

\$0.00

IX. Attachments

A. Deed

1. Attach a copy of the property deed. If you do not own the property, please provide an original letter from the owner indicating cooperation should a grant be awarded and knowledge of potential covenant.*

One document upload. PDF only. 1MB size limit.

No file selected

B. Bid Estimate

1. Include any specifications and/or bid estimates. Some projects may require the sponsor to provide architectural or engineering services before the work may be released for bidding.*

One document upload. PDF only. 1MB size limit.

No file selected

C. Documentation demonstrating proof of available funds to pay all expenses upfront (i.e., bank statement, etc.) (1 of 2)*

One document upload. PDF only. 1MB size limit.

No file selected

C. Documentation demonstrating proof of available funds to pay all expenses upfront (i.e., bank statement, etc.) (2 of 2)*

One document upload. PDF only. 1MB size limit.

No file selected

D. Photographs of Condition of Property - Budget Work Items

1. Provide at least two photos for each individual budget work item for which funds are being requested.

Use this naming convention for the upload: **Item #.Feature Shown.Photo #**

Example: **Item 1.Southern Porch.01**

If you want to submit more photographs or documents for a question, you can submit a multi-page .pdf document. It must be a single file and less than 1MB in size.

BUDGET ITEM 1

Item 1 - Upload (1 of 2)*

One document upload. PDF only. 1MB size limit.

No file selected

Item 1 - Upload (2 of 2)*

One document upload. PDF only. 1MB size limit.

No file selected

BUDGET ITEM 2

Item 2 - Upload (1 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

Item 2 - Upload (2 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

BUDGET ITEM 3

Item 3 - Upload (1 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

Item 3 - Upload (2 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

BUDGET ITEM 4

Item 4 - Upload (1 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

Item 4 - Upload (2 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

BUDGET ITEM 5

Item 5 - Upload (1 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

Item 5 - Upload (2 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

BUDGET ITEM 6

Item 6 - Upload (1 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

Item 6 - Upload (2 of 2)

One document upload. PDF only. 1MB size limit.

No file selected

D. PHOTOGRAPH OF CONDITION OF PROPERTY - EXTERIOR

2. Provide one photo of the entire building's exterior.

a. Use this naming convention: **View Shown.Photo #**

Example: **Front Facade.01**

If you want to submit more photographs or documents for a question, you can submit a multi-page .pdf document. It must be a single file and less than 1MB in size.

Upload (1 of 1) - Photo of the entire building's exterior. (512KB / 0.5MB)*

One document upload. PDF only. Max. size allowed: 512KB / .5 MB

No file selected

E. THREE LETTERS OF SUPPORT

Upload (1 of 3) - Letter of Support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.*

One document upload. PDF only. 1MB size limit.

No file selected

Upload (2 of 3) - Letter of Support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.*

One document upload. PDF only. 1MB size limit.

No file selected

Upload (3 of 3) - Letter of Support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.*

One document upload. PDF only. 1MB size limit.

No file selected

X. Assurances/Signature SUBMIT

Please read the following carefully before signing and submitting:

1. If awarded a grant, the recipient is reimbursed only for work that is conducted following signing of a contract with the SHPO.
2. If awarded a grant, the recipient will be required to sign and record a covenant to the property deed which requires all future projects to be submitted for approval by the State Historic Preservation Office prior to commencing the work.
3. FYI - Anytime an existing building undergoes rehabilitation with the exception of a residential structure (with 4 or less units), it must be evaluated for asbestos and, if any is present, it must be remediated prior to any rehab work. (Remediation is an eligible activity which can be included in the application.)
4. GUIDELINES/REGULATIONS - All projects must comply with (1) All applicable Secretary of the Interior's Standards; (2) Labor standards and, when applicable, the prevailing wage rates as established by the West Virginia Department of Labor and Assurances-Construction Programs as listed on Standard Form 424D; (3) Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; West Virginia competitive bidding and purchasing requirements; and 18 USC 1913 regarding the use of federal funds for lobbying activities.

Please read, sign and upload the **Assurances Agreement - Construction Programs Federal Form 424D**, found here:

<https://www.rd.usda.gov/files/vtnhcfApplication-AssuranceAgreement.pdf>

Upload the signed Assurances Agreement - Construction Programs Federal Form 424D (Adobe .pdf)*

file extension required: Adobe .pdf. Max. size allowed: 1MB

No file selected

Signature:*

Name:*

Date:*