# Supporting Documents Checklist

Below is a list of all supporting documents that should be included on your USB drive (note that some attachments are required while others may not apply to you). Please organize all supporting documents into corresponding folders labeled by Attachment. You must also include a table of contents that lists all documents included on the USB. Below is a checklist of all documents that should be included as well as a screenshot of how the documents should be organized.

Check off all the documents that you have included:

☐ Table of Contents

**Attachment A – Applicant Information**

☐ IRS 501(c) Determination Letter
☐ Applicant Assurances
☐ Governing Board Resolution
☐ None of the above

**Attachment B – Owner Information**

☐ Owner Assurances
☐ None of the above

**Attachment C – Eligibility and Register Status**

☐ Most recent nomination form or eligibility statement

☐ If the property is individually listed in the State or New Jersey Register of Historic Places, include a copy of the ***complete*** nomination form (not just the HPO list showing that your resource is listed in the State or National Registers). OR

☐ If the property is included in a historic district listing as contributing to the district, include all relevant pages of the nomination form. If the property is located in a historic district, but not specifically noted as contributing, submit all relevant pages and a letter from the State Historic Preservation Office (SHPO) certifying that it is a contributing resource. A certification letter must be requested from the SHPO **at least 45 days before** the application deadline. OR

☐ If the property is not listed in the State or New Jersey Register of Historic Places, include a letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.

☐ None of the above

**Attachment D – Scope of Work**

☐ Heritage Tourism regional plan or initiative that this project is part of

☐ Scope Statement (Preliminary Scope of Work, Requests For Proposals (RFPs), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)

☐ Proposed fees and estimates

☐ Resume/credentials of proposed and/or selected consultant team

☐ None of the above

**Attachment E – Project Budget**

☐ Documentation of match in-hand

- ☐ Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
- ☐ County or municipal government applicants must provide a governing body resolution committing specific matching funds

☐ None of the above

**Attachment F – Organizational Ability**

☐ Resume/Credentials of Project Manager/Project Team

☐ Organization's current year-to-date balance sheet showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only)

☐ None of the above

**Attachment G – Visitor Readiness and Community Support**

☐ Documentation of visitor-readiness

☐ Letters of Support

- ☐ Letters of Support from individuals and/or groups that benefit from your resource and/or programming
- ☐ Legislative Letters of Support

☐ Documentation of community support/engagement (press releases, news articles, flyers, programs, etc.). This includes documentation that supports your efforts to participate in one or both of the 2022 special initiatives

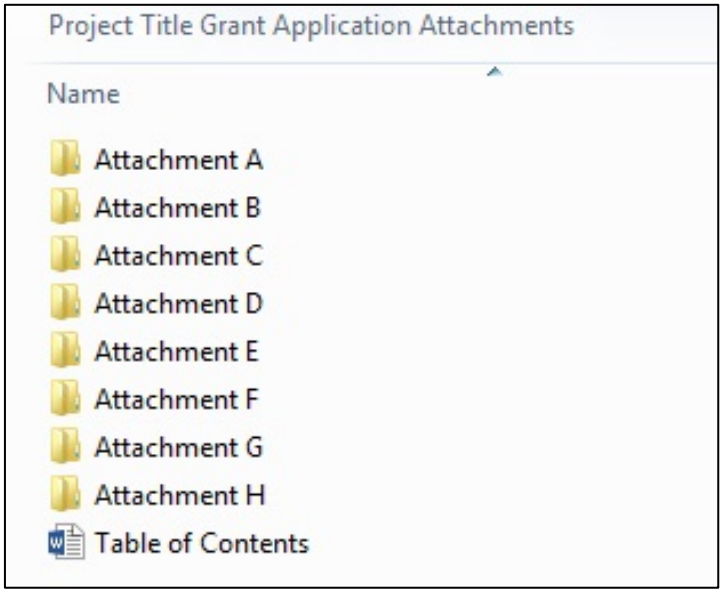
☐ None of the above

**Attachment H – Photographs**

☐ Labeled Photos and Photo Identification Sheet (photographs must be uploaded as JPEG files, not as PDFs)

- ☐ Photo Identification Sheet that identifies the included photos by number and briefly describes each photograph
- ☐ If the project focuses on one resource, include photographs showing the resource as a whole (i.e., an overall shot that shows the resource in its context or setting)
- ☐ Photographs of details that show areas of concern (if applicable)
- ☐ If the project focuses on more than one building, include photographs that show each of the included buildings (be sure to label the photographs in the Photo Identification Sheet with the name and/or address of the building shown in each photograph)
- ☐ Any additional miscellaneous documents (including any completed research that supports the project request)

☐ None of the above

**Sample Screenshot of how the USB Folders should be organized:**

*please only label the attachment folders as shown below (Attachment A, Attachment B, etc.). Do not use additional information to label the Attachment folders.