



Latinos in Heritage Conservation Grant Program

Sample Application: Capital Projects

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Notes:

- *This proposal is a hypothetical example created for the Latinos in Heritage Conservation Grants Program’s Capital Projects category.*
- *The organization and project proposal are fictional, which is why certain questions are unanswered.*
- *The purpose of this example is to help potential grantees envision how to structure their proposals effectively.*
- *The questions are answered with short responses in these samples to exemplify structure, rather than content. Answers to your actual applications should be more comprehensive.*
- *Please note that the budget provided is generic and does not reflect the actual costs of local materials, supply chain variations, local labor costs, or market rates for consultant fees and services.*

Grant Contact Information

1. Grant Contact Name
2. Relationship to Organization
3. Email
4. Pronouns
5. Phone number

Organization Information

6. Organization’s Name
7. Is this a fiscally sponsored project?
8. EIN number



9. Organization's Phone Number
10. Organization's Address
11. Address of historic site (If applying to Capital Projects category)
12. Please provide the identifying label that best describes your organization and who you serve. Example: Latino, Latinx, Hispanic, Chicano, etc. Your choice will not affect your scoring.
- 13. What is the racial/ethnic makeup of your board and staff?**
 - a. Our board and staff are a diverse group, reflecting various ages, races, ethnicities, sexual orientations, beliefs, and backgrounds. We each joined at different points and have contributed in unique ways. Despite challenges, we share a commitment to the power of Latinx heritage and culture to inspire hope and connection in our communities.
- 14. What is the racial/ethnic makeup of the community you serve?**
 - a. The racial/ethnic makeup of the community we serve predominantly Latinx individuals and households.
- 15. Has your organization ever received a grant for this or any other project?**
 - a. Yes.
- 16. Provide a brief history of the organization:**
 - a. **Origin Story:** The organization was established in 1985 with the mission to preserve Latinx cultural heritage sites and advocate for the conservation of historic places in Nogales.
 - b. **Mission Statement:** To honor and sustain Latinx heritage through the protection of historical landmarks, community engagement, and educational initiatives.
 - c. **Key Areas of Focus:** Preservation of historic buildings, educational outreach programs, and public events that promote the legacy of our Latinx community
 - d. **Significant Achievements:** Successfully restored three significant community landmarks, initiated cultural heritage programs that reached over 5,000 participants, and partnered with local schools for Latinx heritage studies education.
 - e. **Leadership and Structure:** Led by an Executive Director and supported by an Engagement and Development Director, Administrative Manager, volunteers, and a board of directors.
- 17. How many paid staff members does your organization employ?**
 - a. 3
- 18. How many unpaid volunteers or interns are at your organization?**



a. 30

19. Please describe volunteer involvement in your organization.

- a. Volunteers contribute to executing community outreach events, assist with educational tours, and help with administrative tasks to support day-to-day operations.

Project Proposal

20. Name of Project

- a. Rehabilitation of Casa de Cultura Jalisco.

21. Brief Project Summary (3-5 sentences)

- a. Casa de Cultura Jalisco, a historic cultural center in Nogales, Arizona, has been a vital gathering place for the Latinx community since the 1930s. The proposed project includes structural stabilization, modernization of building systems, and improved accessibility while preserving key historical features. This rehabilitation aims to secure the building's longevity as a vibrant community hub for cultural and educational activities.

22. Amount Requested

- a. \$98,000

23. Project Category

- a. Capital Projects

24. Detailed Project Description

- a. **Project's Purpose:** To rehabilitate Casa de Cultura Jalisco by stabilizing its structural integrity, updating infrastructure, and enhancing accessibility, all while adhering to the Secretary of the Interior's Standards for Rehabilitation to maintain historical integrity.
- b. **Schedule:** Project starts in May 2025, completion expected by April 2027.
- c. **Anticipated Outcomes:** Structural stabilization of the roof to prevent further damage, modernization of the electrical and plumbing systems to meet current building codes, installation of ADA-compliant entryways and restrooms, and the restoration of the exterior building envelope to ensure weather resistance and energy efficiency.
- d. **Why is this site or project important to Latinx history or community?** Casa de Cultura Jalisco embodies the cultural and historical identity of Nogales' Latinx community. Its preservation reinforces community pride and provides a continuous space for cultural expression and educational engagement.



- e. **How will this funding support your organization's short-term and long-term goals (2-10 years), and what will the tangible products and outcomes be?**
 - i. **Short-term:** Stabilize the building's roof and update key infrastructure to ensure safety, reopening the center for public use.
 - ii. **Long-term:** Sustain Casa de Cultura Jalisco as a model of historic preservation that supports community programming and events, aligning with best practices in building sustainability and conservation.
- f. **If public participation is a goal, please describe the target audience and estimate attendance:** The center will serve local families, students, educators, and cultural organizations. Post-restoration, annual attendance is expected to exceed 1,000 participants.
- g. **How does this project represent creativity or innovation for your organization?** This project integrates historic preservation with modern code-compliant updates, including sustainable building practices and ADA-compliant access, to balance heritage with contemporary functionality.

25. What is the percentage of Latinx individuals that will benefit from this project?

- a. Approximately 90%.

26. Describe why grant funding is critical for this project.

- a. Grant funding is crucial to address urgent structural repairs and infrastructure modernization that are beyond the organization's financial capacity. This support ensures that the project can be carried out with adherence to preservation standards without compromising on quality or historical value.

27. How does this project relate to LHC's mission to build a movement that affirms Latinx heritage through education, conservation, and leadership development?

- a. This project aligns with LHC's mission by preserving a culturally significant site that promotes education, encourages community participation, and strengthens the legacy of Latinx heritage through accessible and engaging public spaces.

28. What is the project timeline and anticipated completion date?

- a. Start: May 2025 – Project planning and initial preparation, including securing permits, finalizing contracts with consultants, and ordering materials.
- b. Phase 1: May 2025-November 2025 – Structural Stabilization, including roof and foundation repairs. Consultant team will begin assessments and on-site evaluations.
- c. Phase 2: December 2025-December 2026 – Infrastructure upgrades, including electrical and plumbing system updates, and ADA accessibility improvements.



Restoration of historic features, such as doors and windows, will begin simultaneously.

- d. Phase 3: January 2027-April 2027 – Final touches on preservation efforts, including facade restoration and interior accessibility enhancements. Final inspections, adjustments, and project closeout.
- e. Anticipated Completion: April 2027 – Full project completion with final reporting and documentation of the work.

29. Please describe your Project Team. Does the project team have the appropriate expertise, experience, and skills for this project?

- a. Ana Martínez, Preservation Architect
 - i. **Biographical Information:** Ana has over 15 years of experience in historic preservation, focusing on the restoration of culturally significant buildings in the Southwest.
 - ii. **Responsibilities:** Ensure the design follows the Secretary of the Interior’s Standards for Rehabilitation, maintain the building’s historic character, and oversee compliance with ADA requirements in entryways and restrooms.
- b. Carlos Rivera, Structural Engineer
 - i. **Biographical Information:** Carlos brings 20 years of expertise in structural engineering, particularly in the stabilization and retrofitting of historic buildings to meet current building codes.
 - ii. **Responsibilities:** Assess and manage the stabilization of the roof, foundation, and walls to ensure structural integrity.
- c. Ricardo Mendoza, Skilled Mason
 - i. **Biographical Information:** Ricardo is a master mason with over 25 years of experience in restoring historic masonry structures, including adobe and brick buildings.
 - ii. **Responsibilities:** Perform restoration work on the building’s exterior masonry, ensuring repairs use historically appropriate materials and techniques to preserve the original look and structural integrity of the building.

30. If consultants or contractors will be participating in the project, list and explain their role or function.



- a. Preservation Architect: Ensure the design follows the Secretary of the Interior's Standards and maintains the building's historic character. Ensure compliance with ADA requirements in entryways and restroom facilities.
- b. Structural Engineer: Evaluate and manage the stabilization of foundational and roofing systems.
- c. Skilled Mason: Perform restoration of exterior building facade.

Capital Project Specific Questions

24.a. If the proposed project will preserve, restore, or rehabilitate a structure, how does your organization plan to comply with the Secretary of Interior's Standards for the Treatment of Historic Properties?

- The project will adhere to these standards through partnerships with experienced preservation architects and contractors, ensuring the integrity and authenticity of the original design while implementing necessary updates.

27.a. Length of Grant Period?

- Two years (May 2025 - April 2027)



Project Budget Narrative

Total Budget: \$98,000

1. Structural Stabilization - \$32,000

- **Roof Structural Stabilization:** \$15,000
- **Foundation and Wall Repairs:** \$12,000
- **Contingency for Structural Issues:** \$5,000

2. Infrastructure Upgrades - \$18,000

- **Electrical System Upgrade:** \$8,000
- **Plumbing System Upgrade:** \$6,000
- **Permits and Inspections:** \$4,000

3. Accessibility Enhancements - \$14,000

- **ADA-Compliant Entrances:** \$6,000
- **Restroom Renovation for Accessibility:** \$5,000
- **Accessibility Signage:** \$3,000

4. Preservation of Historic Features - \$12,000

- **Restoration of Hand-Carved Wooden Doors:** \$3,500
- **Window Restoration and Repair:** \$4,000
- **Exterior Façade Restoration:** \$4,500

5. Consultant Fees - \$17,000

- **Preservation Architect:** \$6,000
- **Structural Engineer:** \$7,000



- **Skilled Mason:** \$4,000

6. Contingency Fund - \$5,000

- Reserved for unforeseen expenses or changes in project scope.

Budget Justification:

- **Structural Reinforcement:** Critical for ensuring the building's safety and stability, preventing further deterioration, and safeguarding it for continued community use.
- **Infrastructure Upgrades:** Necessary to meet safety standards and provide a safe environment for continued community use.
- **Accessibility Enhancements:** Necessary to meet up-to-date building codes for safety and performance, ADA standards, enhance functionality, and support the daily operations of the space, ensuring a safe and accessible environment for visitors.
- **Preservation of Historic Features:** Maintains the cultural and historical integrity of the building, which is a priority for the project.
- **Consultant Fees:** The inclusion of skilled consultants, including a structural engineer, preservation architect, and mason, ensures expertise in their respective areas.
- **Contingency Fund:** Precautionary measure to address unexpected complications, ensuring that the project can be completed to the highest standards without compromising on the final results.



Project Budget Template

LHC GRANT PROGRAM BUDGET			
Organization Name			
Reference Number			
Amount Requested		\$98,000	
<p>INSTRUCTIONS: Please provide a general description for each budget category (examples: restoration/rehabilitation, special event/seminar, archeology, classroom/public education, artifact preservation/restoration, museum program/ exhibit) then fill in expenses and indicate where LHC funds would be applied. Use blank spaces for expenses that fall outside of existing categories.</p>			
Category		LHC Request	Cost-Sharing
			Totals
Fellowships			
Consultants/Professional Fees		\$29,000.00	
Travel			

LATINOS



IN HERITAGE CONSERVATION

Print, Marketing, Advertising and Design			
Equipment and Supplies	\$18,000.00		
Construction Materials	\$32,000.00		
Honoraria			
Other	\$14,000.00		
Other	\$5,000.00		
Other			
Other			
TOTALS	\$98,000.00	\$0.00	
Total Requested from LHC	\$98,000.00		
Income and cost share from other sources		\$0.00	
Total Project Cost and Income			\$98,000.00