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## County Courthouse and Historic Preservation Restoration Grants LETTER OF INTENT INSTRUCTIONS

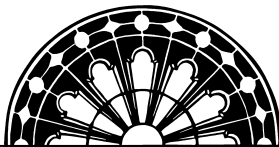
The Arkansas Historic Preservation Program (AHPP) recognizes a lack of financial assistance as one of the largest obstacles to the preservation of historic resources in Arkansas. The purpose of the County Courthouse and Historic Preservation Restoration Grant programs are to encourage and promote preservation of Arkansas's historic resources by providing financial assistance for restoration of historic properties. For detailed information of each grant program carefully read a copy of the applicable Grant Manual.

The Letter of Intent process will allow the AHPP and potential applicants to collaborate to focus the project in the most beneficial ways. Potential applicants are not required to submit a Letter of Intent. However, any that state their intentions may qualify for technical assistance and project development with the AHPP. Technical assistance and project development may include on-site visits, consultations, explanations, brochures and related printed materials.

To state intentions to apply, read the instructions below. A completed Letter of Intent form and one set of color photographs, that are labeled and mounted to additional sheets mailed or delivered to the AHPP Grant Programs, 323 Center Street, 1500 Tower Bldg., Little Rock, AR 72201.

1. **Letter of Intent form:** Two-page document available from the AHPP, containing basic information on property, pre-applicant, and proposed project. Pre-Applicants should state they understand the Conservation Easement requirement or will require further information. Includes space for a brief summary of project components that will be funded by the grant and explanation of property use. Narrative should include specific explanation of project components.
2. **Color Photographs of Property:** Clear color prints of north, south, east, and west elevations of the building, along with close-up color prints of any work that is to be funded with the grant. Label and mount photos to additional sheets of paper. *For Digital Image prints include copies of all images in JPEG format on Compact Disc (CD).*

Please note a Letter of Intent is not considered an application for grant funding. To apply for grant funding, please use the Application Packet Format instructions. For a copy of these instructions, consult the Grant Manual, write to the \*AHPP Grant Programs, or visit our web site at [www.arkansaspreservation.org](http://www.arkansaspreservation.org).



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**County Courthouse and Historic Preservation Restoration Grants  
LETTER OF INTENT**

- 1. GRANT PROGRAM YOU ARE APPLYING FOR:** (Check only one. See Grant Manual.)  
 County Courthouse Restoration       Historic Preservation Restoration (Option 1 or 2 *Circle one*.)
- 2. PROPERTY INFORMATION:** (Attach colored photographs of each exterior elevation.)

Historic Name (if known) \_\_\_\_\_  
Address of Property \_\_\_\_\_  
City, County \_\_\_\_\_

Is the property listed on the  National  or Arkansas Register of Historic Places?  
If Yes, date listed? \_\_\_\_\_

Has a Conservation Easement been conveyed on the property?      If not, have you read the section of the Grant Manual entitled "Conservation Easement"? Do you understand the stipulation to convey a conservation easement? Or will you require additional information?

- 3. PROJECT DESCRIPTION:**
- a. Describe the proposed project to be funded by AHPP. Why is this project necessary?  
(Attach color photographs that show these areas.)



- b. Explain the current use of the property. If different, explain the future use of the property.

Will an Architect/Consultant be involved? (If Yes, complete the following):

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**4. PRE-APPLICANT (PROPERTY OWNER):**

Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_