

## **Vicky Bunsen Doucette Memorial Mini-Grants for Maintenance of Historic Properties**

Vicky Bunsen Doucette was a Manitou Springs Historic Preservation Commissioner and a well-known member of the state-wide historic preservation community. She and her husband Don moved to Manitou Springs after they married and Vicky retired from her position as the preservation planner at the City of Westminster, CO. As part of establishing their lives in this new City (which they had visited many times and loved), Vicky became active in her community and volunteered to serve on the HPC. During her short time on the Commission, she advocated for more outreach, volunteered for a number of projects, and made many friends. The creation of a grant and loan program to support historic property owners was one of her passions. Unfortunately, Vicky passed away in 2012 from breast cancer at the age of 56 before her advocacy for the grant/loan program could be realized. The City established this program in her honor and as an expression of the profound effect her short tenure on the Commission had on everyone who worked with her.

### **GOAL**

The goal of this program is to help owners of historic homes with costs of maintenance and repair while maintaining historic building fabric and integrity within the Manitou Springs Historic Preservation District.

The Maintenance Grant Program provides a financial incentive for improving the exteriors of residential buildings within the Manitou Springs Historic Preservation District. A map of the Historic District boundaries is posted on the Historic Preservation page of the City's website.

This is a pilot project of the Manitou Springs Historic Preservation Commission, based on City Council's total allocation of \$3,000.

Requirements are:

- One \$500 maximum grant award to a specific property within a 24 month period to cover all or part of the total costs for materials and labor associated with an improvement project
- No minimum match is required
- Grants are awarded based on the availability of funds, on a first-come, first-served basis until funding is exhausted
- Owner-occupied, residential property in the historic district
- Exterior improvements only and may be applied to a front, side, or rear façade, or retaining walls
- Property must be contributing to the District and not withdrawn from participation (no opt-outs)
- Project must be consistent with the Manitou Springs Design Guidelines
- This program is not retroactive. Improvements made prior to approval of an application will not be funded by this program.
- Grantees will have six months to complete approved project or the funds will be unallocated. Grant term does not apply if project is awaiting city approvals.
- Award amount will be reimbursed when project is complete, passes grant inspection, and receipts are produced

### **Eligible Applicants**

Owner-occupants of residential properties within the Manitou Springs Historic Preservation District may apply for a maintenance mini-grant under this program. Tenants or landlords are not eligible to receive funding at this time.

### **Application Process**

An application may be submitted to:

Manitou Springs Planning Department 606 Manitou Avenue Manitou Springs, CO 80829 Attn: Maintenance Mini-Grant Program (719)685-4398 ph.; (719)685-5233 fax
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When an application clearly meeting the criteria is submitted and includes all of the required information as determined by the Planning Staff, it will be scheduled for consideration at the next available Historic Preservation Commission meeting. Applicants will be notified of the meeting date and will need to attend to represent the request.

### **Project Time Period**

An applicant must submit a detailed project description and schedule with a grant application.

### **Eligible Activities**

The following are examples of the types of activities that may be funded:

- Exterior painting
- Restoring or improving exterior finishes, including masonry and wood
- Exterior door repair
- Window repair and addition of storm-windows
- New or repaired gutters and downspouts
- Repair of exterior cracks
- New or repaired external lighting
- Repair or repointing of existing, historic stone retaining walls

If any proposed improvement is deemed inappropriate (inconsistent with public safety or historic guidelines) the Manitou Springs Historic Preservation Commission reserves the right to disapprove any such application.

### **Compliance with the Manitou Springs Historic District Design Guidelines**

Projects are required to comply with the Historic District Design Guidelines.

### **Disbursement of Grant Funds**

Disbursement of grant funds will be made upon completion of the project and submission of all receipts to the Manitou Springs Planning Department and approval thereof.

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**APPLICATION INSTRUCTIONS**

**PART 1 -- PRELIMINARY APPROVAL**

**Part 1 of the application must be completed prior to start** of the project for which grant funding is requested. **(PLEASE NOTE: Work initiated or completed prior to obtaining preliminary approval is not eligible for a grant award.)** The completed form should be sent by mail, delivered in person, faxed or emailed to one of the following:

Manitou Springs Planning Department 606 Manitou Avenue Manitou Springs, CO 80829 Attn: Maintenance Mini-Grant Program (719)685-4398 ph.; (719)685-5233 fax Email: manthony@comsgov.com
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- 1. APPLICANT INFORMATION.** Provide the name of the property owner/owners filing the application and the contact information.
- 2. PROPERTY INFORMATION.** Provide the name and address of the property. Provide the name of the historic subdistrict the property is located within, the tax parcel number and legal description of the property.
- 3. PROJECT DESCRIPTION.** Provide a brief description of the project for which funding is proposed.
- 4. PHOTOGRAPHS and DESCRIPTION OF PROPOSED WORK.** Provide photographs to adequately show all sides of the structure(s) as well as close up photographs showing details. Photos must be at least 3" x 5" and may be either black & white or color; these may be inserted digitally on the photograph form, or numbered and provided separately. Each photo should be described on the form (either next to the photo, or referencing the number), with a brief description of the work proposed (use as many additional sheets as necessary). Drawings, if available, must be keyed to the descriptions. All proposed work on the project must be described, whether or not it is a qualified cost for the credit. For example, you may be requesting funds to help paint the building, but are also planning on repairing or replacing areas of siding before painting the structure. The project information should include the repair and replacement of siding in addition to the painting since this is part of the overall project. Each item photographed and listed should also have a cost estimate provided.
- 5. COST ESTIMATE OF PROPOSED WORK and AMOUNT OF GRANT REQUEST.** To the best of your knowledge, provide the estimated project cost, which should be the total of all the estimates for individually described parts of the overall project listed on the Photo and Description Form. Provide the amount of grant funds requested up to \$500.
- 6. PROJECT STARTING DATE AND PROJECT COMPLETION DATE.** The work must be completed in a 6-month period (timeframe does not apply if project is awaiting City approvals).
- 7. APPLICANT'S SIGNATURE.** Provide signatures of all property owners certifying their ownership and the information provided, and acknowledgement of the general conditions statements.

## **PART 2 -- FINAL APPROVAL AND REQUEST FOR REIMBURSEMENT**

**Part 2 must be submitted within 60 days** of the completion of the project. The completed form should be sent by mail, delivered in person, faxed or emailed to one of the following:

Manitou Springs Planning Department  
606 Manitou Avenue  
Manitou Springs, CO 80829  
Attn: Maintenance Mini-Grant Program  
(719)685-4398 ph.; (719)685-5233 fax  
Email: manthony@comsgov.com

### **1. APPLICANT INFORMATION.**

### **2. PROPERTY INFORMATION.**

### **3. PROJECT DESCRIPTION.**

Other than the **name of the applicant and the property address**, these sections should be completed only if the information varies from that provided in Part 1. Wherever the information is the same, write "see Part 1," but **be sure to include all new or differing information** (see Part 1 for instructions).

**4. PHOTOGRAPHS and DESCRIPTION OF PROPOSED WORK.** Using the same form as for Part 1, provide numbered and labeled photographs documenting all completed work, with a brief description of what was accomplished. The photographs should as closely as possible duplicate the "before" photographs provided with Part 1.

**5. FINAL COST OF COMPLETED WORK and AMOUNT OF REIMBURSEMENT REQUESTED.** Provide the final project cost, which should be the total of all work for individually described parts of the overall project listed on the Photo and Description Form. Indicate the amount of grant reimbursement requested up to \$500.

**6. ACTUAL PROJECT START AND COMPLETION DATES.** The work must be completed in a 6-month period.

**7. APPLICANT'S SIGNATURE.** Provide signatures of all property owners certifying the completion of the project as approved.

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**APPLICATION PART 1 – INITIAL GRANT APPROVAL**

Date Submitted \_\_\_\_\_

Name of Owner Applicant(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Name (if any): \_\_\_\_\_

Property Address: \_\_\_\_\_

Historic Subdistrict Property is located within: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Legal Description (attach separate page if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Brief Project Description:** Please provide a brief project description of all work associated with the project. Work that will not be funded, but is associated with funded work should be included.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Photos and Detailed Project Description:** Using the form provided, attach general photograph(s) of the building or structure and detailed photos of existing conditions that will be addressed by the proposed project. Provide a brief description of each photo and what the associated work will consist of.

Total estimated cost of project: \$\_\_\_\_\_ Amount of grant request: \$\_\_\_\_\_ up to \$500

Start date of project: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**General Conditions**

- It is understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.
- It is understood and agreed that work initiated or completed prior to approval of this grant application is ineligible for funding and will not be funded.
- It is expressly understood and agreed that the applicant or owner will not seek to hold the City of Manitou Springs or the Manitou Springs Historic Preservation Commission liable for any property damage, personal injury, or other loss relating in any way to work done in connection with the Maintenance Grant Program.
- The applicant agrees to maintain the property and improvements.
- The applicant authorizes the City of Manitou Springs to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in City of Manitou Springs promotional materials, press releases, and on the City's website.
- The applicant understands the City of Manitou Springs reserves the right to make changes to the Maintenance Grant Program.

**I hereby apply for preliminary grant approval for the work described in this application for which I am seeking reimbursement of the funds up to \$500 as specified. I certify by signing below that I am the legal owner of the subject property and this property is my primary residence and is not rented or leased to any other party and, to the best of my knowledge, the information provided in this application is true and correct. I agree to allow representatives of the City of Manitou Springs and/or the Manitou Springs Historic Preservation Commission access to the property as may be necessary and reasonable for the review and approval of this application.**

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Planning Staff Use Only

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Application Complete: \_\_\_\_\_ Incomplete: \_\_\_\_\_

Scheduled for HPC Meeting Date: \_\_\_\_\_ Approved: Y  N

Conditions: \_\_\_\_\_

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**PHOTOS AND DESCRIPTION OF NEEDS/PROJECT**

Insert or Attach Photo Here



Describe photo and proposed work:

Photo # \_\_\_\_\_ Drawing # \_\_\_\_\_ Cost estimate: \_\_\_\_\_

Describe photo and proposed work:

Photo # \_\_\_\_\_ Drawing # \_\_\_\_\_ Cost estimate: \_\_\_\_\_

**Vicky Bunsen Doucette**  
**Memorial Mini-Grants for Maintenance of Historic Properties**  
**APPLICATION PART 2 – FINAL GRANT APPROVAL**

Date Submitted \_\_\_\_\_

Name of Owner Applicant(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Name (if any): \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Historic Subdistrict Property is located within: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Legal Description (attach separate page if needed): \_\_\_\_\_

**Brief Project Description:** Provide a brief project description of all work completed as part of the project. Work not to be reimbursed, but part of the overall project should be included.

**After Photos and Detailed Project Description:** Using the form provided, attach general photograph(s) of the building or structure and detailed photos showing the results of the work performed. Photos and description of work accomplished should relate to those submitted with the initial application. Additional photos of any unanticipated or additional work should be provided and explained.

Final project cost: \$\_\_\_\_\_ Amount of reimbursement requested: \$\_\_\_\_\_ up to \$500

Start date of project: \_\_\_\_\_ Final completion date: \_\_\_\_\_

**I hereby apply for final grant reimbursement of up to \$500 as specified above. I certify by signing below that the project has been completed and executed according to the description as stated in Part 1 and approved by the Manitou Springs Historic Preservation Commission. To the best of my knowledge, the information provided in this application is true and correct. I agree to allow representatives of the City of Manitou Springs and/or the Manitou Springs Historic Preservation Commission access to the property as may be necessary and reasonable for the final inspection and approval of the completed work.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Planning Staff Use Only

Part 2 Application Complete: \_\_\_\_\_ Incomplete: \_\_\_\_\_

Scheduled for HPC Meeting Date: \_\_\_\_\_ Approved: Y  N

Notes: \_\_\_\_\_



**PHOTOS AND DESCRIPTION OF NEEDS/PROJECT**

Insert or Attach Photo Here



Describe photo and proposed work:

Photo # \_\_\_\_\_ Drawing # \_\_\_\_\_ Cost estimate: \_\_\_\_\_

Describe photo and proposed work:

Photo # \_\_\_\_\_ Drawing # \_\_\_\_\_ Cost estimate: \_\_\_\_\_