

Operating Guidelines for the Poland Preservation Society Fund

Administered by the Community Foundation of the Mahoning Valley in conjunction with the Village of Poland

- The Architectural Review Board (ARB) of the Village of Poland will annually release application forms for residents of the Village of Poland who own and reside in an historic home (at least 125 years old) (hereinafter “Applicant(s)”¹). The age of the home will be finally determined by the Village of Poland using records of the Poland Historical Society. Businesses and unoccupied homes are ineligible for the grant.

Applicants may request a one-time grant of up to five thousand dollars (\$5,000.00) to be used for exterior projects (*including but not limited to exterior painting, carpentry repairs, exterior lighting, permanent landscaping, walkways, patios, fencing, and architectural elements such as shutters, finials, railings and the like*) (hereinafter, “Improvements”). The Improvements must maintain the historic appearance of the structure and be consistent with the historic character and aesthetics of the community.

Certain Improvements may require a permit or further approval of the Architectural Review Board, Board of Zoning Appeals, or other Village body or official. An award of this grant does not relieve the Applicant(s) or contractor from obtaining all necessary permits for the proposed Improvements and/or Village approval when otherwise required.

- Applications will be released at the first scheduled council meeting of each year commencing in 2025 and continuing annually for each year in which grant funds are available.
- Applications are due no later than the close of business on February 1 of each year. Applications can be dropped off at Village Hall. If February 1 falls on a weekend or in the event that Village Hall is closed due to a calamity, applications will be due by the close of business on the following Monday or the first day on which Village Hall resumes operations. For extended closures, the Village may make alternative arrangements for submission of the application.
- At least one grant will be awarded no later than March 31 of each year.
- Applications must be signed by all deeded owners. Historic homes owned by a corporate entity (e.g. LLC) or trust must be signed by the managing member or the trustee.
- Incomplete or unsigned applications will be rejected.
- CFMV will help promote the grant opportunity as requested by Poland Village.
- Upon receipt of a completed application, Village of Poland will complete due diligence (ensure home is owned by Applicant(s), home meets 125 year criteria, etc.) and refer completed applications to ARB.
 - The name(s) of the Applicant(s) must match the name(s) of the deeded owner(s).

¹ Conflict of Interest: Current officials, employees, and appointees of the Village of Poland, their spouses, and/or children and their spouses, if applicable, are ineligible to apply for the grant. This exclusion does not apply to former officials, employees, or appointees and relatives as set forth above who have been separated from the Village of Poland for more than one year.

- Submission of the application constitutes consent to the Village of Poland to enter upon the property for inspections or photographs to determine eligibility or to obtain necessary documentation for the release of funds. Entrance will always occur during normal business hours.
- The ARB will review the applications and select a recipient.
 - The ARB meeting(s) at which applications will be considered will include Charles Rumberg, the founder of the designated fund, as a special representative of Poland Preservation Society, Inc., in the annual review and selection of the grant recipient(s).
 - ARB may invite the Applicant(s) to the meeting to either present additional information, clarify the information in the application, or answer questions any member of ARB may have prior to considering the application.
- The Village of Poland will require the selected recipient to sign a separate grant agreement documenting the Improvements, the time period for completion, any required follow up (receipts for project required) and stipulations for if the grant is not used properly or not fully expended.
 - The agreement will include a stipulation that a contractor cannot be pre-paid, but will receive payment in full upon the satisfactory completion and approval of the work. The Applicant(s) must present an invoice or receipt marked paid in full, a canceled check or credit card receipt, or other sufficient documentation showing full payment for the Improvements.
 - The award does not cover cost overruns, changes or alterations to the original work, additional work that was not anticipated at the time of the award, or any expenditures of any kind which exceed the stated amount of the grant.
 - All work must be completed by November 30 of each year.
 - **An award of the grant is not a guarantee of payment.**
- Upon the selection of the grant recipient(s), the Village of Poland will formally request a distribution from the Poland Preservation Society Fund at the Community Foundation through CFMV's distribution request process.
 - The Village of Poland will create a separate line item to receive the funds and then distribute the funds to the recipient or contractor upon satisfactory completion of the Improvements.
 - Any debt associated with the receipt or payment of the grant funds is non-dischargeable in bankruptcy under Section 523(a)(4) of the United States Bankruptcy Code.
 - Any unused portion of the grant award will be returned to CFMV.
 - Any grant awards related to work not completed by November 30 will be forfeited and returned to CFMV.
- The Village will follow up with grant recipients if sufficient receipts or other follow up documentation for completed work are not submitted.

ACKNOWLEDGEMENT AND RECEIPT OF OPERATIONAL GUIDELINES:

Applicant Signature Date

Co-Applicant Signature Date

Please complete only if the owner of the home is a trust, limited liability company, or other legal entity:

Name of entity:

My signature below represents and warrants that I am duly authorized to act on behalf of the listed entity, that the listed entity intends to be bound by the Poland Village Historic Grant Operating Guidelines and other conditions or requirements set forth therein, including required permits, or by further agreement with the Village.

By: _____

Its: _____

Date: _____