

# Sacred Spaces Assistance Program Guidelines



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## Program Summary

PBN's Sacred Spaces Assistance Program (SSAP) provides technical assistance to religious and non-profit organizations to pursue National Register listing as part of their work to preserve and rehabilitate their historic structures. The listing is a necessary first step in obtaining most kinds of funding for repair and maintenance.

SSAP will provide direct services to either:

- Obtain a Determination of Eligibility for listing in the National Register of Historic Places; or
- Prepare a nomination for listing in the National Register of Historic Places.

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## Eligibility

To be eligible for SSAP, the property must be

- Located in Erie or Niagara Counties
- Owned and occupied by an active religious and/or non-profit organization;
- 50 years or older and originally built as and for religious use;

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## Pre- Application Consultation

The goal of SSAP is to provide, at no cost to the applicant, technical assistance to facilitate listing in the National Register of Historic Places to access available funding for repair and maintenance. That being said, not all religious properties will meet the criteria for evaluation for listing in the National Register of Historic Places. Before an applicant is provided a SSAP application, they must complete a pre-application consultation to assess project viability. The pre-application consultation will include a meeting with the organization's leadership and a site visit.

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## Program Acceptance Criteria

PBN will consider the following criteria in making SSAP participation determinations:

- Architectural, historical, and cultural significance of the religious property and its ability to successfully meet the National Register Criteria for Evaluation and then be listed in the National Register of Historic Places;
- Demonstrated financial need for technical support;
- Applicant's administrative capability to support SSAP program actions and subsequent grant applications;
- Congregation, organization, and/or community support for the continued preservation and rehabilitation of the property.

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<b>Supporting Materials</b>	<p>Each application must be accompanied by:</p> <ul style="list-style-type: none"><li>• A minimum of ten digital images, each labeled with the name of the property, showing:<ul style="list-style-type: none"><li>○ the overall exterior of the building</li><li>○ an overall view of the interior,</li><li>○ and any significant historic or architecturally significant details</li></ul></li><li>• Documentation of your IRS tax exempt status</li><li>• Brief history of buildings and congregation, and list of known records if applicable.</li></ul>
<b>Deadlines and Notifications</b>	<p>Applications are considered as they are submitted. After the application has been received, PBN staff will review the application and will contact you within 30 days to arrange an additional site visit or request any additional materials (if needed).</p> <p>If selected to participate in SSAP, PBN will work to finalize a Determination of Eligibility package within 90 days, depending on the specific details of the property and availability of research materials.</p>
<b>Terminology</b>	<p><b>Congregation</b> In this application, for the sake of continuity, we use the term “congregation” to refer to the worshipping body or faith community of any religion including those that do not identify with this term. <b>SSAP accepts applications from any faith tradition and seeks to provide inclusive assistance and resources across religions.</b></p> <p><b>National Register of Historic Places</b> The official list of properties recognized by the federal government as worthy of preservation for their local, state, or national historical or architectural significance. Although a program of the National Park Service, it is administered at the state level by each state’s Historic Preservation Office.</p> <p><b>Determination of Eligibility</b> A decision by the NY State Historic Preservation Office (SHPO) that a district, site, building, structure or object meets the National Register criteria for evaluation. This must be obtained before a National Register nomination can be prepared.</p> <p><b>Determination of Eligibility Package</b> For SHPO to evaluate a resource for eligibility to the National Register, a fully history of the site must be submitted along with justification of how/why the resource meets the National Register Criteria for Eligibility, as well as include copies of relevant maps, images, and other documents which confirm that history and significance.</p>

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### National Register Criteria for Evaluation

A set of four principles which define the scope of the National Register of Historic Places by identifying the range of resources and kinds of significance that will qualify properties for listing in the National Register.

### Integrity

The authenticity of a property's historic identity. It is evaluated by the sufficient retention of 7 aspects or qualities: location, design, setting, workmanship, materials, feeling, or association.

### Significance

An individual property's history and how it represents and relates to its connection to the broader history, architecture, archeology, engineering, or culture of an area.

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### Submission

This completed application form must be submitted, along with all the required attachments, to:

**Sacred Spaces Assistance Program**  
**Preservation Buffalo Niagara**  
617 Main Street Suite 201  
Buffalo NY 14201

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