



**Oklahoma City Foundation for Architecture**  
**Lynne Rostochil National Register Nomination Grant Program**  
**APPLICATION INSTRUCTIONS**

The Oklahoma City Foundation for Architecture (OCFA) offers an annual grant program to fund the preparation of National Register nominations for structures, sites, and/or districts in central Oklahoma.

This grant program has been established in memory of Lynne Rostochil, an architectural historian and photographer who, in her lifetime, passionately advocated for and diligently recorded Oklahoma's rich architectural heritage. The OCFA intends to honor Lynne's legacy by nominating structures, sites, and/or districts for listing in the National Register of Historic Places in order to continue her work to identify, evaluate, and promote the states' historic resources.

The grant award amount will be based on the Preparer's cost estimate for the preparation of the nomination and is presumed to cover any and all expenses related to the preparation of the nomination, including but not limited to travel, printing, postage, and photography.

**Program Deadlines**

- A. The grant application window will open September 1 of each year.
- B. Applications are due by October 15 at 4:00 p.m. Completed applications shall be submitted by e-mail to [okcarchitecture@cox.net](mailto:okcarchitecture@cox.net).
- C. The OCFA Board will review applications and select the grantee(s).
- D. Applicants will be notified of the award by December 1.

**Eligibility Requirements**

- A. Structures/sites must be located within central Oklahoma.
- B. Structures/sites must demonstrate eligibility for the National Register of Historic Places (NRHP), such as through one or more of the following:
  - a. A Preliminary Determination of Eligibility from the State Historic Preservation Office (SHPO);
  - b. Documentation in previously compiled survey data of historic and/or architectural significance;
  - c. Scholarly research such as books and articles.
- C. Proposed projects may be eligible under any NRHP criteria. Application may be for a single structure or for a district.
- D. Applicants may be individuals or organizations (either for-profit or non-profit). Applicants do not need to be owners of the proposed property.
- E. The grant may be awarded retroactively for projects that have already completed all or part of the NRHP process within the last two years (from the date of the grant application).

- F. This grant does not require matching funds from another organization. However, SHPO and other organizations may offer grants that may be combined with this one.
- G. The nomination Preparer must have demonstrated knowledge and/or experience in preparing NRHP nominations and/or related research.

### **Application Requirements**

- A. Completed application form.
  - a. Note that the Property Owner's authorization/signature is preferred but is not required.
- B. Copies of preliminary eligibility documentation.
- C. A minimum of two and maximum of five electronic photographs of the site/structure.
- D. Resume or description of the Preparer's qualifications.
- E. A copy of the Preparer's cost estimate for the preparation of the nomination, including travel, printing, postage, and photography.

### **Special Requirements**

- A. The Preparer shall recognize the OCFA in the NRHP Registration Form under Section 11, "Form Prepared By". Example:

*Name/title: Solomon A. Layton, for the Oklahoma City Foundation for Architecture.*

- B. The Applicant and Preparer shall recognize the OCFA in press and publications related to the NRHP nomination and any resulting tax credit project(s).
- C. The Applicant and Preparer shall grant the OCFA the right to use project photos and documentation for publicity and informational purposes, including on the OCFA website, social media, and other marketing and report materials.
- D. If the applicant is the property owner, the applicant shall make every effort to protect and preserve the structure/site, including continuing property maintenance, avoiding demolition, and/or making significant, character-changing alterations.

### **Reimbursement Procedures**

- A. 80% of the grant shall be paid when SHPO deems the nomination report to be complete and schedules it to be heard by SHPO's Historic Preservation Review Committee (HPRC).
  - a. Payment will be made within 15 days of receipt by the OCFA of a PDF copy of the nomination report and a copy of the posted HPRC agenda. These materials shall be submitted by the grantee by e-mail to [okcarchitecture@cox.net](mailto:okcarchitecture@cox.net).
- B. The remaining 20% shall be paid upon receipt by the OCFA, from the grantee, of a PDF copy of the final nomination report that includes the signature of the Keeper of the National Register.

### **Disclaimer**

The OCFA Board reserves the right to waive or alter any of the grant eligibility or application requirements, including but not limited to accepting alternate or additional sources that demonstrate NRHP eligibility, and accepting alternative qualifications for the Preparer.

### **Contact Information**

Direct questions to Ms. Melissa Hunt, Hon. AIA, OCFA Executive Director, by e-mail [okcarchitecture@cox.net](mailto:okcarchitecture@cox.net) or telephone (405) 948-7174.