

Processes for Grant Application and Approval

The SPGH was established to assist our member organizations in the Rehabilitation and Restoration of their historically recognized and significant Greek Chapter House across the country. The processing and review of the Grant Application are a benefit of membership in the SPGH and the Membership Forms and dues are noted in the SPGH website. Chapters must therefore be members before submitting a Grant Application to SPGH. Once SPGH has approved a Grant amount, provided written confirmation and is in receipt of the Preservation Grant Agreement, the Chapter may proceed to raise tax deductible donations to be used for Historic Preservation, Life Safety renovations, and Mechanical and Electrical Infrastructure replacement.

All Correspondence regarding a specific Chapter must have the Fraternity/Sorority Greek name and the specific University referenced in the subject line. Failure to do so, may result in the return of any and all un-referenced correspondence and/or donations. SPGH tracks and files all correspondence through Greek name and University.

To participate in the Application for Rehabilitation/Restoration Grant, the Chapter House must fully complete a number of steps in order to qualify.

1. The Chapter House must qualify as a Historically Significant Structure as defined by a recognized organization specializing in the rehabilitation and/or restoration of historically significant structures with defined preservation requirements, such as the National Register of Historic Places. For example, The Back Bay Historical District of Boston or the individual States' or Community Landmarks Offices have also been acceptable.
2. Once the Historical status has been established and documented in writing to the SPGH, the Greek organization may choose to become a member at this time or may have already become a member.
3. Once the Historical status and membership have been established and confirmed in writing, a Greek Organization (only as a benefit of membership) may submit a complete Grant Application.
4. Grant Applications must include Architectural and Engineering Drawings and Specification, photographs, written narrative descriptions of the scope of work and an itemized detailed cost estimate and description breakdown of each item of work. It is incumbent upon the Chapter to convince SPGH that the work that is considered will meet the standards for Rehabilitation and preservation of the Chapter House.
5. The written information noted in #4 must be in sufficient detail that the SPGH is able to distinguish the items of work that specifically meet the SPGH requirements and criteria. Generally, the SPGH will follow the rehabilitation and restoration requirements of the Department of the Interior, National Register of Historic Places. That information is available on line.
6. All submittals must be presented in electronic form and in hard copy. The hard copy must be submitted to the SPGH P.O. Box 2765, Champaign, Illinois 61825-2765. Electronic copies should be emailed to the website at SPGH-foundation.org.
7. Grant Applications must be submitted at least 30 days prior to the following meeting of the Board which normally occurs on the second Tuesday of each month.
8. Once the Grant Application has been fully submitted, a member of the Program Implementation Committee (PIC) will review all documents for compliance with SPGH standards including the Detailed Cost Breakdown. It is imperative that the cost breakdown be in sufficient and specific detail and explanation so the PIC will be able to discern compliance with the Standards. Failure to provide specific detail and costs may result in reduction of the amount approved for the Grant.
9. The PIC will make a recommendation with a specific monetary amount, to the Board regarding the line items of the cost breakdown that will comply with SPGH requirements.

10. The SPGH Board of Directors will discuss and vote on the Grant Application and recommended amount at the next scheduled meeting. SPGH will then notify the Greek Chapter of its findings.
11. SPGH will prepare a Preservation Grant Agreement for signature by SPGH and the authorized Chapter Representative.
12. Once the Preservation Grant Agreement is executed, the Chapter is required to include SPGH required language in fundraising materials so that the Chapter will not misrepresent how SPGH can help the donors. Fundraising language in Chapter materials that mention SPGH must be approved by SPGH prior to publication, distribution and the start of fundraising.
13. Once 12. has been completed, the Chapter may begin the fundraising process to raise donor funds.
14. Donors shall forward all donations directly to and made out to SPGH, the charitable organization. See the website for possible donation options. Paper donations are to be sent directly to the SPGH P.O. Box. Donors must provide Donor's name, address, Greek Chapter and associated University so that the donation can be properly recorded and acknowledged.
15. Donations will be received by SPGH and deposited in an account that is specific to the Chapter.
16. SPGH will send letters to the Chapter donors acknowledging the date and amount of the donations.
17. All donations will carry an SPGH administration fee based on the amount/size of the donation. Those amounts are listed in the SPGH website
18. SPGH will provide granted funds to the Chapter upon an agreed schedule.
19. It is incumbent upon the Chapter to expend the funds in accordance with those specific line items of work, in accordance with SPGH standards and those of the Secretary of the Interiors/National Register of Historic Places. If the funds are not properly expended for the exact approved items in the Grant Application, the Donor risks losing the tax deductibility of the contribution.
20. The Chapter will notify SPGH when construction/renovations are complete.