



## South Dakota State Historical Society Deadwood Fund Grant

Last updated: February 2026

Thank you for your interest in historic preservation and the Deadwood Fund Grant program.

Twice a year, Deadwood Fund Grants ranging from \$1,000 to \$25,000 are awarded towards projects that retain, restore, or rehabilitate historic buildings, structures, and archaeological sites in South Dakota for residential, commercial, or public purposes.

The Deadwood Fund program is funded by a portion of the gaming revenue generated in Deadwood, SD. By sharing Deadwood historic preservation funding, the Deadwood Fund program enables applicants throughout the state to extend their financial resources to preserve important pieces of South Dakota history.

The staff of the State Historic Preservation Office (SHPO), a program of the South Dakota State Historical Society (SDSHS), are ready to assist applicants with any questions about the grant criteria, requirements, or application. Contact our office by calling 605-773-3458 or emailing [shpo@state.sd.us](mailto:shpo@state.sd.us).

Enclosed please find:

- General Information
- Important Grant Information
- Eligibility Criteria
- Evaluation Criteria
- Description of Review Process
- The Secretary of the Interior's *Standards for Rehabilitation*
- **Application form:** Complete and return with any attachments and supporting documents
- Historic Masonry Repair information page
- Photograph Documentation and Labeling Guidelines information page
- SDSHS Contact Information
- SDSHS Membership form

### Keep in mind:

SDSHS awards Deadwood Fund Grants twice a year. Applications must be postmarked by **February 1** to be considered for awards made on or around May 1, or by **October 1** for awards made on or around January 1.

Projects may not start until after the award is granted.

Grant award funds are distributed as a reimbursement after the project is completed and paid for.

Generally, grant awards require at least dollar-for-dollar match contributions.

All projects must meet the Secretary of the Interior's *Standards for Rehabilitation* in order to protect our nation's irreplaceable cultural resources.

All properties awarded grant funds must be listed in the National Register of Historic Places, or be eligible for and in the process of being listed in the National Register.

The Deadwood Fund is a competitive grant program. Projects should demonstrate substantial public historic preservation benefits.

## General Information

The South Dakota State Historical Society is an office within the Department of Education. Together, we empower the public to experience South Dakota's stories. We professionally collect, preserve, interpret, and publish our history for present and future generations.

The State Historic Preservation Office (SHPO) is a program unit of the South Dakota State Historical Society. SHPO works to advocate for the preservation of historic properties and archaeological sites by providing access to funding opportunities, education, consultation, research, and promotion of heritage tourism. SHPO also manages the National Register of Historic Places program in South Dakota and reviews federal, state, and local government activities to understand their effects on cultural and historic resources.

The Deadwood Fund is created out of gaming revenue from the City of Deadwood. The purpose of the fund is to make loans and grants available to purchase, restore, or develop historic South Dakota properties for residential, commercial, or public purposes. S.D. Codified Law 1-19A-13 and 42-7B-48 and state administrative rules 24:52:15 (and 24:52:07:02) pertain to the establishment of the fund and criteria for awards.

Individuals, organizations, and public agencies can apply to the SDSHS Deadwood Fund Grant for projects to retain, restore or rehabilitate historic buildings, structures or sites. The grant aims to make possible an efficient contemporary use while preserving those portions and features of the properties that are significant to their historic, architectural, and cultural values. Applicants must meet grant eligibility criteria. Evaluation criteria will be used as guidelines to rank each project. *A project meeting all eligibility criteria does not guarantee that it will receive a grant award.*

*In all instances, the burden of proving that funds will support work in historic preservation lies with the applicant.* Professional guidance by someone skilled in the retention, rehabilitation, and restoration of historic properties may be needed to successfully plan, implement, and complete a project.

A Deadwood Fund grant may be considered taxable income. In June 1997, the IRS began examinations of preservation grants in Colorado, and it claims that those grants are taxable income.

Applicants are encouraged to be a member of the South Dakota State Historical Society. See membership information at the end of the application packet and/or visit <https://history.sd.gov/Membership>.

Find information on tax incentives, other grants (such as the Peg Lamont Grant from the National Trust for Historic Preservation), and additional funding opportunities at: <https://history.sd.gov/preservation/fundingopportunities.aspx>.

## Important Grant Information

Completion of the application and meeting the criteria does not guarantee funds for any project.

Grants will generally be awarded in amounts ranging from \$1,000 to \$25,000. Depending on the application evaluation and available funding for that cycle, the award offer may be less than the amount requested. Larger grant awards may be considered in extreme circumstances.

Generally, the grant amount requires a **dollar-for-dollar match** from nonfederal and non-state sources. The availability of matching funds must be provided with the application. Nonprofit organizations according to state law may receive grants without match; however, match is highly encouraged.

**Funded projects should demonstrate substantial public historic preservation benefits.**

**Funded projects may not start until after the grant is awarded.** Awards are made on or around May 1<sup>st</sup> for applications submitted for the February 1 deadline, or on or around January 1<sup>st</sup> for applications submitted for the October 1 deadline. Grant awards will have one year to be completed, starting on the

date of the award letter. Extensions up to one additional year can be considered and would need to be requested in writing.

**Payment of the grant award will be made on a reimbursement basis at the completion of the work.** Invoices and proof of payment need to be sent in with the request for reimbursement. Documentation of matching funds must be demonstrated at the time of payment(s). The State Historic Preservation Office staff reserves the right to inspect completed work before payment.

The fund will not pay for administrative or operating costs. The following categorical exclusions will generally not be funded:

- general building or site maintenance
- new construction or non-historic site improvements
- work performed only to meet the Americans with Disabilities Act and/or building codes
- security systems
- general decorative arts and furnishings

Applications that do not receive a grant award will not be automatically forwarded to the next application cycle. **If you want to resubmit a previous application for the same scope of work**, contact SHPO staff. If staff confirm that they can pull the previous application, complete a resubmission form (available from SHPO staff) and attach any additional information or any information that has changed—for instance, if contractor estimates or match documentation needs to be updated. Any items that remain the same would not need to be re-sent. SHPO staff will inform you if a past application cannot be pulled and a new application is required. If you want to apply for a different scope of work for the same property, complete a new application.

## Eligibility Criteria

1. The property must be listed in, or in the process of being listed in, the National Register of Historic Places. If the property is not already listed, please submit a Preliminary Assessment Form prior to or included with your application so SHPO staff can review its eligibility for listing. By applying, the property owner agrees to begin the listing process within one year if awarded a grant.
2. The grant project must meet the Secretary of the Interior's *Standards for Rehabilitation* (36 CFR 67), enclosed.
3. The applicant must demonstrate that funds are available to match the amount of the grant award.
4. The applicant must demonstrate that the property will have an on-going use for residential, commercial, or public purposes at the completion of the project.
5. The applicant must provide assurances of the ability to maintain the property well into the future.
6. If awarded, the applicant must sign a Grant Agreement form.
7. If awarded, the applicant must sign and file an eight-year Restrictive Covenant running with the property deed, which states that the property shall be maintained in a manner that preserves the property's historic integrity and therefore eligibility for the National Register of Historic Places. All work performed on the property within the covenant period must meet the Secretary of the Interior's *Standards for Rehabilitation*. The work must also be available for public inspection at least twelve (12) hours annually. This covenant must be signed, and proof of filing the covenant with the property's county Register of Deeds must be provided before any disbursement of funds.
8. If awarded, a sign provided by the South Dakota State Historical Society must be posted at the project site. The sign will state that the project has been funded in part by the State Historical Society through the Deadwood Fund. It must remain posted for the duration of the project and return to the State Historical Society at the end of the project. All publicity material should include acknowledgement that the project has been funded in part by the State Historical Society through the Deadwood Fund.

## Evaluation Criteria

The Deadwood Fund grant program provides an opportunity to leverage financial resources for the acquisition, retention, restoration or rehabilitation of historic buildings, structures and sites. Awards in this program are made only when there is an evident need for additional funds to complete a critical project and to effect significant improvement or prevent losses of historic properties.

The applicant must demonstrate a financial investment in the project, the ability to meet the financial obligation, and a commitment to its completion.

Projects will be prioritized based on the following criteria:

1. The property is significant to South Dakota history, and the project substantially benefits historic preservation and serves as a major public demonstration of historic preservation.
2. The historic building, structure or site is of public prominence or importance and endangered or threatened.
3. The entire project meets the Secretary of the Interior's *Standards for Rehabilitation*.
4. The property is associated with minority or ethnic groups, particularly American Indians.
5. The property is currently listed in the National Register of Historic Places.
6. The project has a preservation plan in place and documented community support.
7. The property receives appropriate on-going maintenance, or its present state of disrepair is not the result of neglect by the current owner.
8. The applicant plans to provide more than the required dollar-for-dollar match.
9. The application is clear, concise, complete, and includes a detailed budget.
10. A historic preservation professional assisted in developing or reviewing the project; the general contractor and subcontractors are professionally qualified and preservation sensitive; and if the work is being completed by someone other than a licensed contractor, the individual or company is capable of performing the prescribed work.
11. The project has not previously received funding through this program.

## Description of Review Process

Applications are accepted any time, but all eligible applications must be **postmarked no later than February 1 or October 1 each year** to be considered in those application cycles.

Historic Preservation Specialists in the SHPO office work with applicants based on the geographic location of the project. They will review the application for completeness and the eligibility of the project. If additional information is required to process the application, the specialist will contact the applicant.

An in-house review panel evaluates each application/project based on the criteria listed above. The preservation staff makes formal recommendations to the South Dakota State Historical Society Board of Trustees and other key personnel. The Board makes the final determination on applications. Awards will be announced around May 1 for applications from the February deadline, or around January 1 for applications from the October deadline.

The State Historic Preservation Officer will notify each applicant about the distribution of the awards within 90 days of the final review by the Board of Trustees. Award recipients will be sent a grant agreement and other forms to complete and return to SHPO in order to accept the grant award.

## Standards for Rehabilitation

Work on the historic property for the grant, and while under the preservation covenant after the grant, must meet the Secretary of the Interior's *Standards for Rehabilitation*, listed below or find them online at: <https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm>.

The *Standards for Rehabilitation* provide direction in making appropriate choices in planning the repairs, alterations, and additions that may be part of a rehabilitation project. **Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

The *Standards* assist the long-term preservation of a property's significance through the preservation of historic materials and features. They pertain to historic buildings of all materials, construction types, sizes, and occupancy, and they encompass the exterior and the interior of historic buildings. The *Standards* also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction... The *Standards* are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility (See information on "[Role of Economic and Technical Feasibility in Applying the Secretary's 'Standards for Rehabilitation'](#)").

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Find more guidance on how to meet the *Standards for Rehabilitation* for certain types of properties, projects, or materials at: <https://www.nps.gov/orgs/1739/preservation-by-topic.htm>

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# DEADWOOD FUND GRANT APPLICATION

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## Application Checklist

*Please use this checklist to verify that your application is complete. Incomplete applications may receive point-deductions or may not be evaluated for the awards. Completion of the application and meeting the eligibility criteria does not guarantee funds for any project.*

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- Send one hard copy (printed) of the complete application that is typed, not stapled, and:
    - Signed with original, ink signatures.
- \* It is recommended to keep a copy of your completed application for your records.*

### ATTACHMENTS:

- Proof of ownership. Documentation might include a copy of the deed or property tax record/statement.
- If applicable, a copy of the purchase agreement, if the application is for acquiring a historic property.
- If applicable, a copy of IRS determination letter of non-profit status, if a non-profit organization requesting a grant with in-kind match or without match for a project with a public use.
- If applicable, a Preliminary Assessment Form for properties not yet listed in or recently evaluated for the National Register of Historic Places. The form can be obtained from your Region Coordinator [see enclosed Contact Information] or on the "[Procedures for Listing...](#)" page of SHPO's website. It can be submitted to SHPO with the grant application or at any time before applying.
- Three cost estimates from architects/contractors. If three cost estimates could not be obtained, include any documentation of the request for estimates.
- Proof of match. Grants generally need to be matched at least dollar-for-dollar. Documentation might include a copy of a bank statement with account ID information redacted, a letter from a bank indicating the availability of matching funds/line of credit, or a copy of an approved budget from a government agency or non-profit organization.
- Photographs. Printed or digital photographs on a CD-R or USB flash drive.

### RECOMMENDED SUPPORTING DOCUMENTS:

The following items are optional but, if available, they can enhance the reviewers' understanding of your property and project.

- A preservation/development plan for the historic resource as a whole or other planning documents, such as condition assessment reports, feasibility studies, or project plan drawings.
- Documentation of community support for the proposed preservation work. This might include a resolution of support for the project from a local governing body and/or a historic preservation board/commission; letters from local elected officials; letters from local historical societies, neighborhood associations, or economic development organizations; documentation of other grants; or letters from federal agencies.

## Application Form

**Instructions:** The application must be typed. If more space is required, additional information can be sent with the application as a typed attachment—please note what question is being answered. It is recommended that the applicant make a copy of the application for themselves before submitting. Complete, sign, and submit the application with any attachments to:

South Dakota State Historical Society  
State Historic Preservation Office  
Attn. Deadwood Fund  
900 Governors Drive  
Pierre SD 57501-2217

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**Name of Property** \_\_\_\_\_

Street Address of property \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Legal description of property \_\_\_\_\_

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**National Register of Historic Places Status (Check one):**

\_\_\_ Individually Listed      \_\_\_ Contributing in a Historic District

\_\_\_ Not Listed in the National Register.

If the property has not yet been evaluated for National Register listing, please complete and attach a Preliminary Assessment Form. The form can be obtained from your Region Specialist [see enclosed Contact Information] or on the "[Procedures for Listing...](#)" page of SHPO's website.

*Check box if enclosed.*

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**Project Contact:**

This will be the project's primary contact for our staff to work with during the application process and grant.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

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**Owner (if different than project contact):**

If there are multiple owners, copy and paste the following lines for each or provide via attachment to the application.

Name/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Attach documentation showing proof of ownership.** Documentation might include a copy of the deed or property tax record/statement. *Check box if enclosed.*

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## Project Summary:

Project Name \_\_\_\_\_

Project Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

1. Category of project: **Check one or more** of the following categories that best define the proposed project.

\_\_\_ Rehabilitation, Restoration, and/or Stabilization

\_\_\_ Architectural designs

\_\_\_ Feasibility studies/preservation plan

\_\_\_ Purchase of property. Attach a copy of the purchase agreement. *Check box if enclosed.*

2. **Project Description (Scope of Work).** Please describe the proposed grant-supported project. Include information such as: current features and their condition; proposed methods and materials for site preparation, repairs, and/or replacements; and/or decision-making about preservation alternatives that were considered.

a) Provide a time schedule for the grant project:

b) What other structural work is planned for the property during the grant period?

c) (RECOMMENDED, OPTIONAL) Attach any preservation plans for this property. A preservation plan is any document separate from this application describing and prioritizing past, current, and future projects on the structure or historic features of this property. (Examples include property tax moratorium applications, historic tax credit applications, or a professional study). *Check box if enclosed.*

3. **Impact on historic characteristics.** Please answer the following questions:

a) Will the project change the current/historic material? For example, installing asphalt shingles instead of wood shingles. Explain how and why.

b) Will the project change the size of any features? For example, does the project involve changing window size? Explain how and why.

c) Will the current/historic material be removed? For example, removing plaster. Explain how and why.

4. **Property use.** Provide a description of the current and/or planned use for the property once the project is complete. (Note: State law requires that the property have residential, commercial, or public purposes.)



2. Please provide and attach at least three comparison **cost estimates** from architects, contractors, or other professionals involved in the project(s). *Check box if enclosed.*

Cost estimates **must** specify the costs of labor, materials, consultants, and permits.

If conducting a masonry project, the estimates **must** include mortar mixture specifications, a statement concerning the use of power tools, and the percentage of the building requiring masonry work. A contractor should be provided with a copy of the Historic Masonry Repair sheet attached at the end of the application.

List names of architects/contractors here. If known at the time of application, indicate which contractor is the applicant's preference. For instance, write "(preferred)" before or after the company name.

3. If three cost estimates are unobtainable, please include a statement of explanation and document attempts to obtain estimates.

### **Match:**

1. **Generally, the grant award requires a dollar-for-dollar match.** For instance, an award of \$15,000 would require documenting the spending of at least another \$15,000 towards the project from non-federal sources. Non-profits have access to some alternatives, see #2 below.

\*\* Remember, a grant project would need to be completed and paid for, with match contributions documented, before awarded funds would be distributed as reimbursement.

a) Please provide a summary of how the match will be accomplished.

- b) Attach a financial document to demonstrate the availability of matching funds. Examples include a copy of a bank statement with account ID information redacted, a letter from your bank indicating the availability of matching funds/line of credit, or a copy of an approved budget from a government agency or non-profit organization. *Check box if enclosed.*

**2. Match alternatives, available only to non-profit organizations:**

If selecting one of the following, attach IRS determination letter as proof of non-profit status.

*Check box if enclosed.*

**We are requesting a grant without match.**

In accordance with SDCL 1-19A-13.3, non-profit historical organizations, municipalities, and other local governmental entities may receive SDSHS grants without match for projects with a public use, although match is highly encouraged. Please provide a statement of why the organization should receive a grant without match.

**We are requesting to use in-kind labor or materials for up to 50% of the match.**

Non-profit organizations may use in-kind match for up to 50% of the match. Please provide a statement concerning what type of match is proposed.

In-kind match could include donated materials, donated or pro bono labor by contractors, or work by volunteers on the grant project. Hours on fundraising, administrative work, events, etc. cannot count towards match for our program. If awarded a grant, any in-kind donations will need to be adequately documented. If in-kind work is planned, it is recommended to contact your Region Coordinator for more details before submitting the application. See attachments for Region Coordinator contact information.

**Photographs**

*Check box to confirm photographs are enclosed.*

Submit current photographs to accompany the grant application. Please include at least one overall photo of the historic resource. Include additional photographs to show the project area and current conditions. See attached photograph documentation and labeling guidelines for more information.

\*\* Note: Funded projects must also provide photo documentation of completed work with their request for reimbursement.

Photographs can be printed and submitted with the application, or can be digital photographs submitted on a CD-R or USB flash drive. Printed photos should be in color and can be printed on letter-sized paper, but the image should be no smaller than 4 in. x 6 in. (about 2 per page). It is recommended to submit digital photographs as JPG image files. Applicants can check with SHPO staff before applying if there is a need to consider other format options.

**Community Support (RECOMMENDED, OPTIONAL)**

*Check box if enclosed.*

Please include any documentation of community support for this project. This can include a resolution of support for the project from a local governing body and/or a historic preservation board/commission; letters from elected officials; letters from community organizations such as local historical societies, economic development organizations, or neighborhood associations; documentation of other grants; or letters from federal agencies.

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## Signature

I declare that the information submitted in and with this application is true.

I understand that, if awarded a grant:

- The project(s) must comply with the Secretary of the Interior's *Standards for Rehabilitation*.
- The project(s) may not start until after notification of the grant award is received.
- I agree to post a sign stating that the project is being funded in part by the South Dakota State Historical Society through the Deadwood Fund.
- I must attach a preservation covenant with the South Dakota State Historical Society to my property. This covenant must be signed and filed with the county Register of Deeds. Proof of filing must be provided before any disbursement of funds.

**Signature of Property Owner** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Must be an ink signature, not a digital signature.*

For multiple owners, the signature and date line above can be copied and pasted here to create additional lines, or dated signatures can be provided in an attachment to the application.

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The South Dakota State Historic Preservation Office prohibits discrimination on the basis of race, color, national origin, age, sex or handicap in its assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire more information, please write to the South Dakota State Historical Society, 900 Governors Drive, Pierre, SD 57501-2217.

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## HISTORIC MASONRY REPAIR

### MORTAR SPECIFICATIONS

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All new mortar joints should match the historic joints in strength, color, texture, size, shape, tooling detail and other visual qualities.

#### Beware Of Portland Cement.

It is essential that the **strength** of the new mortar is compatible with the historic masonry. If the new mortar contains a high Portland-cement content, it will not be flexible enough to allow the soft historic masonry to expand and contract with climatic changes. The softer masonry will become damaged over time as it cracks between the mortar joints.

The recommended mortar composition is approximately 2.5 parts aggregate and 1 part hydrated, or “slacked” lime. Add just enough water to create a workable mortar mix. If the workability of the composition is extremely poor, a maximum of 20% Portland cement may be added to the mix. Since the aggregate is a blend of sand, which contains both fine and coarse particles, the blend of particle sizes in the new mortar should closely match the historic composition. Keep in mind that the larger particles will move to the outer surface of the wall to protect the mortar against erosion.

The use of locally found aggregates usually provides the best match to historic mortar, since early craftsmen generally created mixes from readily available sands found close to the construction site. Although it is preferable to match the color of the historic mortar through the selected aggregate blend, it is acceptable to introduce artificial coloring agents in small quantities.

#### Power Tools

The use of power tools to remove deteriorated mortar is not explicitly prohibited, but it is strongly discouraged. The most gentle techniques are always preferable; if the mortar is so sound that power tools are required to remove it, the mortar is probably sound enough to be left alone. Raking out deteriorated mortar by hand avoids damage to the surrounding masonry components. Several tax incentive projects have been denied at the national level because of the inappropriate use of power tools.

#### How Much Water?

Water will evaporate as the mortar dries, so mortar which requires less water will be stronger and more durable than mortar with a high water content. A simple test to determine the appropriate blend of aggregate particle sizes is to place samples into three clear glass jars. The first jar should contain only sand. The second jar should contain sand and a small amount of pebbles. The third jar should be half sand and half pebbles. The total amount of aggregate in each container should be the same. Slowly pour water into each jar, measuring the amount of water needed to just cover the aggregate. The jar that requires the least amount of water to cover the aggregate will create the most suitable mortar blend.

## PHOTOGRAPHIC DOCUMENTATION AND LABELING GUIDELINES

In order for the Historic Preservation Program staff to adequately evaluate whether rehabilitation and restoration work performed meets the Secretary of the Interior's *Standards for Rehabilitation*, photographs need to be clear and provide adequate information about the historic property and project area. Applicants who receive awards will need to submit "after" photographs of completed work that should use these conventions as well.

Submit:

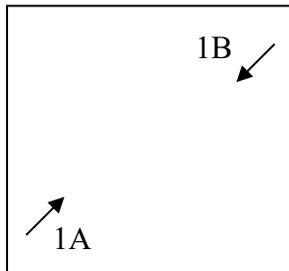
1. At least one photograph of all exterior elevations, showing the entire side of the building if possible. This includes all structures affected by the proposed project, such as carriage houses and outbuildings. Elevations that are partially blocked by an adjacent building or trees may require several photographs taken from different angles to completely document the elevation.
2. At least one wider view of the historic resource in the context of its site and setting. For instance, this might include landscaping on the site, other resources on the historic property, or a streetscape view that shows the lots adjacent to the historic resource.
3. Detail photographs of the features that will be affected by the project, such as wall sections, windows, doors, balustrades, trim, etc. If a very repetitive feature, such as windows around a whole building, detail photos may not be needed of every window, but the photos should show the different types of windows and conditions.
4. For interior spaces affected by the project, photographs should show the whole room(s). Techniques or equipment, such as taking photographs from opposite angles or using a wide-angle lens, can help reduce the number of photos required to do this. If repetitive spaces or rooms will be affected, submitting several representative views may be acceptable, rather than photographing every room.

Please check that photos are in good focus, have an unobstructed view of the resource (to the extent possible), and are not too dark or light.

Please label all photographs consistently with the property name (abbreviated may be acceptable), date, feature, and orientation. Include a list/key of photos with this information and/or rename the image files.

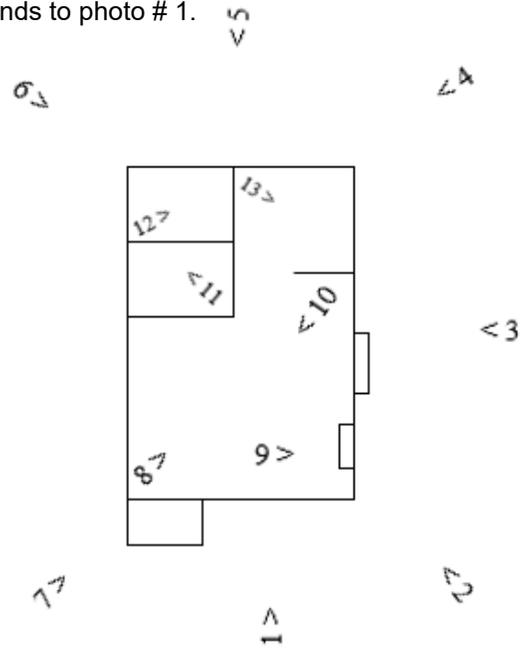
File name example options: JonesBakery\_20240909\_westexteriorwall, JonesBakery\_Feb2023\_lobbylookingwest, JonesBakery\_202409\_eastbasementwall, JonesBakery\_June2021\_ceilinginlobby, JonesBakery\_brokenwindow-southwall\_20220516, JonesBakery\_rooflookingnorth\_Nov2024, etc.

For archaeological sites or historic landscapes, photographs should cover the resource with a similar level of detail. Contact SHPO staff for specific questions.



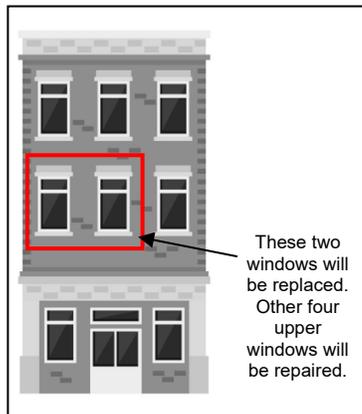
To cover an interior room, photos could be taken from opposite corners. For example, from positions A and B.

Key photographs to a site plan or floor plan to show location and angle of camera. In this sample below, arrow 1 corresponds to photo # 1.



To indicate how parts of the building will be affected by a project, a building elevation drawing or photograph copy can be marked with an outline and label.

Example:



These two windows will be replaced. Other four upper windows will be repaired.

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## CONTACT INFORMATION FOR HISTORIC PRESERVATION SPECIALISTS, BY REGION

In the SHPO office, Historic Preservation Specialists work with the Deadwood Fund Grant and National Register programs for different regions of the state, based on the property's location. If the Historic Preservation Specialist for your area is unavailable, feel free to visit with one of the other historic preservation staff members.

### Northern

Beadle, Brookings, Brown, Butte, Campbell, Clark, Codington, Corson, Day, Deuel, Dewey, Edmunds, Faulk, Grant, Hamlin, Hand, Harding, Kingsbury, Marshall, McPherson, Meade, Perkins, Potter, Roberts, Spink, Sully, Walworth, or Ziebach Counties

Maddie Ferrell – [Maddie.Ferrell@state.sd.us](mailto:Maddie.Ferrell@state.sd.us), 605-773-8370

### West-Central

Buffalo, Haakon, Hughes, Hyde, Lawrence, Lyman, Pennington, or Stanley Counties

Duncan Trau – [Duncan.Trau@state.sd.us](mailto:Duncan.Trau@state.sd.us), 605-773-6005; or Chris Nelson, [ChrisB.Nelson@state.sd.us](mailto:ChrisB.Nelson@state.sd.us)

### Southern

Aurora, Bennett, Bon Homme, Brule, Charles Mix, Clay, Custer, Davison, Douglas, Fall River, Gregory, Hanson, Hutchinson, Jackson, Jerauld, Jones, Lake, Lincoln, McCook, Mellette, Minnehaha, Miner, Moody, Oglala Lakota, Sanborn, Todd, Tripp, Turner, Union, or Yankton Counties

Liz Almlie – [Liz.Almlie@state.sd.us](mailto:Liz.Almlie@state.sd.us), 605-773-6056

### Other SHPO staff

Garry Guan, State Historic Preservation Officer: 605-773-6296

Katie Wasley, Review & Compliance Coordinator, 605-773-2906

Jozef Lamfers, Review & Compliance Archaeologist: 605-773-6004

Wilhelmina Giese, Historic Preservation Administrative Assistant: 605-773-2907

## BECOME A MEMBER OF THE SOUTH DAKOTA STATE HISTORICAL SOCIETY!

Join and pay online at: <https://history.sd.gov/membership.aspx>, or complete and send the following form to: South Dakota State Historical Society, Membership Coordinator, 900 Governors Drive, Pierre, SD 57501-2217. Please direct questions to (605) 773-3458.

Membership Levels, select one:

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Your membership donation is invested in the work performed by the staff of the South Dakota State Historical Society and South Dakota Historical Society Foundation. Award-winning books and exhibits continue to draw national and international attention to society projects. Public programming and social media posts provide educational opportunities for people of all ages. The State Historical Society is also home to amazing collections. The State Archives maintains a publicly accessible link to a treasure trove of information through the South Dakota Digital Archives located at [history.sd.gov/Archives](http://history.sd.gov/Archives). Rotating exhibits at the museum tell the story of South Dakota. Leading the preservation effort are the State Historic Preservation Office and the Archaeological Research Center, which help citizens and communities across the state plan their preservation activities. While supporting the work of the State Historical Society, the Foundation also operates Heritage Stores in the Cultural Heritage Center and Capitol.

### JOIN TODAY

Membership Level	Student	Individual	Family	Group/Libraries	Businesses	International	Bronze	Silver	Gold	Platinum	Diamond	Emerald
Free museum admission	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10% discount at Heritage Stores, Archives and State Historical Society publications	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Subscription to <i>South Dakota History</i> and <i>History Notes</i> newsletters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Invitations to special events, programs, and exhibit openings	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Membership contribution credited on cumulative giving board	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Smithsonian Affiliation benefits (see box below)	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
Free museum admission for all of your out of state guests	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
Early access to authors and speakers at public events held by the Foundation	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
Personal shopper who will make recommendations for holiday, birthday, and anniversary gifts from the SD Heritage Store	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
One free hour of research by State Archives staff member	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
Tickets and VIP seating for two guests to the Governor's History Awards during the South Dakota History Conference	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
Cultural Heritage Center private tour and lunch for up to four guests with the Director of the South Dakota State Historical Society	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes

