



BI-ANNUAL PRESERVATION AUSTIN GRANT PROGRAM GUIDELINES AND APPLICATION MATERIALS

Preservation Austin's grants provide funding for the following types of projects: Education; Bricks and Mortar; and Planning/Survey/Historic Designation.

Nonprofits, neighborhood associations, public entities, and owners of individual landmarks or proposed landmarks may apply depending on the grant type – see individual application forms for details. Grants are offered *twice a year* – application deadlines are January 15 and June 15. This is a competitive program, and grant requests less than \$10,000 are recommended.

GUIDELINES:

1. This program requires a cash match from the grantee equal to the amount awarded. For example, if Preservation Austin awards \$10,000 to an applicant, the required match will be \$10,000 based on a total project budget that equals or exceeds \$20,000. The source of the cash match must be identified at the time of application. **In-kind contributions should also be noted, but do not count towards an applicants' match requirement.**
2. **Grant funding is handled on a reimbursement basis.** Funds will be disbursed within 30 days of the grantee's *Reimbursement Request* (see below). Preservation Austin reserves the right to inspect the project prior to payment.
3. The project must be completed within one year of the grant award. Failure to meet the deadline can result in loss of grant funds. See *Continuation Request* details below.
4. This program's intent is to support new programs or project phases not currently underway or completed. [**EXCEPTION:** Preservation Austin may fund multiple phases of the same project, for example: Brick and Mortar grant for window restoration, followed by a Brick and Mortar grant for siding repairs, or Planning/Survey/Historic Designation grant awarded for historical resource survey, followed by a Planning/Survey/Historic Designation grant for landmark status]. Any costs incurred by the grantee prior to their grant award **WILL NOT** be eligible for reimbursement.
5. Priority is given to first-time applicants to this program. Priority will be given to members of Preservation Austin, but membership does not guarantee funding. Previous grantees will not receive more than three grant awards within a five-year period, a collective award limit of \$15,000, and may have no more than one active grant during any 12-month period.

6. **Inquiries regarding the application process must be submitted to Preservation Austin staff no later than 1 week prior to grant cycle deadline.** Inquiries submitted after specified deadlines are not subject for review. Preservation Austin's Grants Committee does not review applications prior to the grant cycle deadline.
7. All contracts, proposals, and quotes must appear on billing company's letterhead and submitted with application.
8. Incomplete applications will not be reviewed by the Grants Committee. Preservation Austin will return incomplete applications with suggestions/corrections, and welcomes those applicants to apply for future grant cycles.
9. Travel expenses, meals, lodging, and operating costs (rent, utilities, and existing staff salaries) do not qualify for reimbursement.
10. Grants exceeding \$10,000 are not awarded under this program.
11. Preservation Austin is not responsible for supervision of projects funded by this program but reserves the right to cease funding if the recipient fails to follow grant policies.

RECOGNITION:

The grant recipient must acknowledge Preservation Austin's funding support in all project promotions, including press releases, websites/blogs, printed materials, and social media. Preservation Austin will provide logos for digital and print use, where applicable.

REIMBURSEMENT REQUESTS:

1. Applicants are responsible for submitting reimbursement requests upon a project's completion.
2. Reimbursements will be made by check. Note the appropriate recipient and mailing address.
3. Requests must include:
 - a. A written description of work completed.
 - b. Receipts for qualifying expenses.
 - c. For Bricks and Mortar Grants: Before and after photographs (300dpi JPEGs – no PDFs).
 - d. For Education Grants: Photographs of program in action or printed materials, where applicable.

EXTENSION REQUESTS:

Projects should be completed within 12 months of the grant award date to avoid any loss of grant funding. Preservation Austin understands that delays happen despite the best intentions and will consider extension requests if received in writing from the grantee at least 60 days prior to the end of the 12-month grant period. The Grants Committee reserves the right to approve or decline such requests.

Applications, reimbursement requests, and extension requests should be submitted by email to Programs Coordinator Rosa Fry at rosa@preservationaustin.org.

EDUCATION GRANT APPLICATION

Preservation Austin’s mission is to promote Austin’s diverse cultural heritage through the preservation of historic places.

Education Grants support projects that foster a better understanding of Austin’s history, including significant historical figures, cultural landscapes, cultural movements, sites, buildings, and neighborhoods. Projects may include, but are not limited to, oral histories, photography, art, film, apps and websites, neighborhood histories, and signage.

This grant is open to nonprofit organizations, individuals, and school or church organizations.

Individual or Organization:			
Contact Person:		Telephone:	
Address:			
Are you/your organization a member of Preservation Austin?		Are you/your organization a non-profit	
Yes	No	Yes	No
<i>If a nonprofit, please include IRS documentation and mission</i>			
TOTAL PROJECT COST:		AMOUNT REQUESTED:	

PROJECT DESCRIPTION: Provide a summary of **what the project entails**, including **why this project is needed** (e.g. relevant data about property condition or community need), **how you will address this need**, your **timeline for project activities**, **who will be implementing the project** (e.g. staff member; outside contractor), if you have **collaborative partnerships** with other organizations, and **how the project relates to Preservation Austin’s mission**. Please limit your narrative to 1,000 words or less.

Name and credentials of project researcher/author/presenter:

Project Address (if applicable):

Consultant proposals, contracts, or quotes for scope of work must appear on billing company’s letterhead. Failure to provide this document will result in Preservation Austin considering application incomplete.

If you have any graphics for your project, submit up to six images (300dpi JPEG):

ATTACH 2 LETTERS OF SUPPORT TO APPLICATION

Preservation Austin Grant Request						
		Project Total		Cash Match		Preservation Austin Grant
REVENUE SOURCES						
Income from admissions/sales						
Institutional support(gov't/fnd)						
Corporate sponsorships						
Individual giving						
Special events/fundraisers						
Other income sources						
TOTAL REVENUE						
EXPENSES						
Consultant fees						
PR/Advertising costs						
Equipment rental						
Supplies						
Permit and Labor costs						
Other expenses						
TOTAL EXPENSES						

If your organization will receive in-kind project support, please list it below:	
SOURCE	TYPE OF IN-KIND SUPPORT

Please list your top sources of financial support, including funds to be designated as project match.	
SOURCE	AMOUNT
TOTAL	

PLANNING/SURVEY/HISTORIC DESIGNATION GRANT APPLICATION

Preservation Austin’s mission is to promote Austin’s diverse cultural heritage through the preservation of historic places.

Planning/Survey/Historic Designation Grants support planning efforts, historic resource surveys, and historic designations that enable or encourage preservation of Austin’s buildings, sites and neighborhoods. These funds can be used for historic building conditions reports, engineering and rehabilitation plans, feasibility studies, historic resource surveys and updates of previous surveys, National Register nominations, and local historic designations for individual buildings and districts. Consultant and application fees qualify.

This grant is open to nonprofit organizations, neighborhood organizations, individuals, and school or church organizations.

Individual or Organization:			
Contact Person:		Telephone:	
Address:			
Are you/your organization a member of Preservation Austin?		Are you/your organization a non-profit	
Yes	No	Yes	No
<i>If a nonprofit, please include IRS documentation and mission</i>			
TOTAL PROJECT COST:		AMOUNT REQUESTED:	

PROJECT DESCRIPTION: Provide a summary of **what the project entails**, including **why this project is needed** (e.g. relevant data about property condition or community need), **how you will address this need**, your **timeline for project activities**, **who will be implementing the project** (e.g. staff member; outside contractor), if you have **collaborative partnerships** with other organizations, and **how the project relates to Preservation Austin’s mission**. Please limit your narrative to 1,000 words or less.

Name and credentials of project researcher/author/presenter:

Project Address (if applicable):

Consultant proposals, contracts, or quotes for scope of work must appear on billing company’s letterhead. Failure to provide this document will result in Preservation Austin considering application incomplete.

PROJECT ADDRESS OR SURVEY AREA (if survey of an area, please provide map with boundaries)

ATTACH 2 LETTERS OF SUPPORT TO APPLICATION

Preservation Austin Grant Request						
		Project Total		Cash Match		Preservation Austin Grant
REVENUE SOURCES						
Income from admissions/sales						
Institutional support(gov't/fnd)						
Corporate sponsorships						
Individual giving						
Special events/fundraisers						
Other income sources						
TOTAL REVENUE						
EXPENSES						
Consultant fees						
PR/Advertising costs						
Equipment rental						
Supplies						
Permit and Labor costs						
Other expenses						
TOTAL EXPENSES						

If your organization will receive in-kind project support, please list it below:	
SOURCE	TYPE OF IN-KIND SUPPORT

Please list your top sources of financial support, including funds to be designated as project match.	
SOURCE	AMOUNT
TOTAL	

BRICKS AND MORTAR GRANT APPLICATION

Preservation Austin’s mission is to promote Austin’s diverse cultural heritage through the preservation of historic places.

Bricks and Mortar Grants support the rehabilitation of historic properties. **Work must follow the Secretary of the Interior Standards, and properties must be locally designated at the time of the project’s commencement or within one year of its completion.**

Qualifying expenses include façade rehabilitation/restoration, window/door rehabilitation and repair, repair of siding or exterior materials, exterior painting, repair of façade items, porch repair, foundations, roofs, electrical, mechanical/HVAC and other structural improvements and/or stabilization. Grants are allowed for landscape features that contribute to a property’s historic significance.

Grants are **NOT** allowed for improvements to non-historic properties, landscaping, sidewalks, driveways, expenditures for furniture and equipment, indirect costs including overhead, non-grant related administrative costs and general operating costs or any other costs not directly related to the exterior appearance or structural integrity of the building.

This grant is open to nonprofit organizations, individuals, school or church organizations.

Individual or Organization:			
Contact Person:		Telephone:	
Address:			
Are you/your organization a member of Preservation Austin?		Are you/your organization a non-profit	
Yes	No	Yes	No
<i>If a nonprofit, please include IRS documentation and mission</i>			

TOTAL PROJECT COST:		AMOUNT REQUESTED:	
Project Address:			
Legal Description (Lot, Block):	Building Name (if applicable):	Current Use:	

Proposed Use: Designation (check one):	
Local/Individual	<input type="checkbox"/>
Local/Contributing to a District	<input type="checkbox"/>
National Register/Individual	<input type="checkbox"/>
National Register/Contributing to a District	<input type="checkbox"/>
Not Designated but Identified as Eligible in Historic Resource Survey	<input type="checkbox"/>
Not Designated but Identified as Eligible by Austin's Historic Landmark Commission	<input type="checkbox"/>

	Yes	No
If locally designated, has a Certificate of Appropriateness for exterior work been applied for?	<input type="checkbox"/>	<input type="checkbox"/>
If Certificate of Appropriateness has been applied for, has it been approved?	<input type="checkbox"/>	<input type="checkbox"/>
Does the property have current or past Code Violations?	<input type="checkbox"/>	<input type="checkbox"/>

Consultant proposals, contracts or quotes for scope of work must appear on billing company's letterhead. Failure to provide this document will result in Preservation Austin considering application incomplete.

ATTACH 2 LETTERS OF SUPPORT TO APPLICATION

PROJECT DESCRIPTION: Provide a summary of **what the project entails**, including **why this project is needed** (e.g. relevant data about property condition or community need), **how you will address this need**, your **timeline for project activities**, **who will be implementing the project** (e.g. staff member; outside contractor), if you have **collaborative partnerships** with other organizations, and **how the project relates to Preservation Austin’s mission**. Please limit your narrative to 500 words or less.

Preservation Austin Grant Request						
		Project Total		Cash Match		Preservation Austin Grant
REVENUE SOURCES						
Income from admissions/sales						
Institutional support (gov't/fnd)						
Corporate sponsorships						
Individual giving						
Special events/fundraisers						
Other income sources						
TOTAL REVENUE						
EXPENSES						
Consultant fees						
PR/Advertising costs						
Equipment rental						
Supplies						
Permit and Labor costs						
Other expenses						
TOTAL EXPENSES						

If you will receive in-kind project support, please list it below:	
SOURCE	TYPE OF IN-KIND SUPPORT

Please list your top sources of financial support, including funds to be designated as project match.	
SOURCE	AMOUNT
TOTAL	

Statement of Understanding for Bricks and Mortar Grant

State of _____

County of _____

I certify that the information in the application, including all supporting documentation, is complete and correct.

I authorize Preservation Austin to visit and inspect the property as necessary to certify eligibility and verification for the grant.

I acknowledge that I have read and understand the program regulations and that I will not receive the grant until all requirements have been met and verified.

I understand that all the rehabilitation work must be completed by the time agreed upon by myself and Preservation Austin and specified in the grant application. If the deadline for completion must be subsequently extended, I will adhere to that completion date as specified by Preservation Austin. I understand that failure to meet the deadline or extended deadline can mean loss of the grant funds.

Owner's Name: _____

Owner's Signature: _____

This instrument was acknowledged before me on: _____

By (print owner's name): _____

Notary