



## PRESERVATION AUSTIN “ROLLING” 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 *on a rolling basis*. This is a competitive program, and grant requests less than \$1,500.00 are recommended.

### GUIDELINES:

1. This program does not require a cash match from the grantee equal to the amount awarded. 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 application WILL NOT be eligible for reimbursement.**
5. Priority will be given to members of Preservation Austin, but membership does not guarantee funding. Priority is given to first-time applicants to this program. Previous grantees will not receive more than three grant awards within a five-year period 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.** Inquiries submitted through non-staff members are not subject for review. Should you have questions, please reach out to Programs Coordinator, Rosa Fry, at [rosa@preservationaustin.org](mailto:rosa@preservationaustin.org) to confirm your project meets qualifying expenses.
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 \$1,500 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](mailto: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:**

**Address:**

**Telephone:**

**Are you/your organization a member of Preservation Austin?**

**If a nonprofit, please include IRS documentation and mission.**

**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:**

***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 (if applicable):**

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

ATTACH 2 LETTERS OF SUPPORT TO APPLICATION

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

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.

SOURCE	AMOUNT
<b>TOTAL</b>	

**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:**

**Address:**

**Telephone:**

**Are you/your organization a member of Preservation Austin?**

**If a nonprofit, please include IRS documentation and mission.**

**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 the proposed researcher and/or consultant, 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**

	Project Total	Preservation Austin Grant
<b>REVENUE SOURCES</b>		
Income from admissions/sales		
Institutional support (gov't/fnd)		
Corporate sponsorships		
Individual giving		
Special events/fundraisers		
Other income sources		
TOTAL REVENUE		
<b>EXPENSES</b>		
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.

SOURCE	AMOUNT
<b>TOTAL</b>	

## **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 and school or church organizations.

**Individual or Organization:**

**Contact Person:**

**Address:**

**Telephone:**

**Are you/your organization a member of Preservation Austin?**

**If a nonprofit, please include IRS documentation and mission.**

**TOTAL COST OF PROJECT:**

**AMOUNT REQUESTED:**

**Project Address:**

**Legal Description (Lot, Block):**

**Building Name (if applicable):**

**Current Use:**

**Proposed Use: Designation (circle one):**

Local/Individual

Local/Contributing to a District

National Register/Individual

National Register/Contributing to a District

Not Designated but Identified as Eligible in Historic Resource Survey

Not Designated but Identified as Eligible by Austin’s Historic Landmark Commission

**If locally designated, has a Certificate of Appropriateness for exterior work been applied for? Approved?**

**Does the property have current or past Code Violations?**

***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 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.



	Project Total	Preservation Austin Grant
<b>REVENUE SOURCES</b>		
Income from admissions/sales		
Institutional support (gov't/fnd)		
Corporate sponsorships		
Individual giving		
Special events/fundraisers		
Other income sources		
TOTAL REVENUE		
<b>EXPENSES</b>		
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.

SOURCE	AMOUNT
<b>TOTAL</b>	

**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