



FOX THEATRE INSTITUTE

2022/2023 GRANT APPLICATION

GRANT PROGRAM DESCRIPTION

We are excited to announce the upcoming 2022/2023 grant cycle for the Fox Theatre Institute (FTI), a department of the Fox Theatre. Since 2008, FTI has awarded more than \$2.3 million dollars in grant funding to more than sixty projects. Below is the entire grant application, which is accepted in a paper format and must be submitted via US Mail. Your submission should additionally include a USB drive with a PDF copy of the entire application as well as photographs and supporting documents as needed. Please make sure you read the all the grant application information before completing your application and additionally note the following:

- FTI has one application for all four separate grant funding categories. Please note in your application the specific category for which you are applying. The grant funding categories include Preservation, Historic Structure Studies & Planning, Technical Assistance, and Urgent/Emergency Fund Grants.
- The 2022/2023 fiscal year grant cycle does not require a match for Urgent/Emergency Grants or for Technical Assistance Grants only. For the remaining two categories, a 50% match is required.

Information about the different FTI Grant funding categories are detailed below to help you decide the which category best fits the project.

PRESERVATION GRANT

The preservation grant is designed to complete projects and develop community-wide participation at the local level. Also known as the “brick and mortar” grant, funding is awarded to assist theaters in completing projects including acquiring historic property, the purchase and installation of equipment, and renovation/construction of property.

Preservation Grants and may support the following needs:

- Securing an engineering and/or architectural team to provide final planning and budgets.
- Completing an overall preservation project or repurposing of a related structure, either a phase or other important improvements according to a study and planning process.
- Completion of a multi-year preservation plan or a long-term preservation plan for an historic structure.
- Acquisition of a historic property or related properties.
- Acquisition of real property or construction. Project may include renovation/alteration of property to comply with Section 504 of the 1974 Rehabilitation Act and the 1990 Americans with Disabilities Act.
- Purchase and installation of equipment, such as assistive listening access, seating, listening devices, staging, sound equipment, lighting equipment, and projection systems that will expand accessibility and availability of programming.

HISTORIC STRUCTURE STUDY & PLANNING GRANTS

Historic Structures Studies or Planning grants are awarded on an annual basis to support the completion of a Historic Structures Study or Planning documents which are the first steps in the care of historic structures. FTI staff may provide guidance on how to implement the study or planning process, and where and how to secure professional expertise.

The category could address these needs:

- Obtaining a professional contractor or team to review the overall conditions of the structure, followed by presenting priorities and steps for planning.
- Retaining expertise in specific areas for study such as the architecture, engineering, paint analysis, archives and other collections, interpretation, community use, and potential cultural and economic impact.
- Hiring a preservation architect to create an interior or exterior restoration plan.
- Hiring a consultant to develop a conservation plan for archives and collections.
- Planning for renovations or repurposing of related structures (not necessarily historic).

TECHNICAL ASSISTANCE GRANTS

These grant funds enable direct access to experts in the field to meet a range of specific technical, organizational, or operational needs, including but not limited to:

- Planning – operational and strategic.
- Professional development and training.
- Organizational development.
- Developing partnerships and community programs.
- Advocacy.
- Business planning and operations towards sustainability.
- Developing leadership and effectiveness of staff and board members.
- Guidance on technology.

URGENT/EMERGENCY FUND GRANTS

Urgent or Emergency support is available to historic theaters and related structures in emergency situations, when immediate and unanticipated efforts becomes necessary to save the historic structure. Grant awards will not be provided in instances of obvious demolition by neglect of either private or public ownership. Examples of urgent or emergency needs include:

- Fire or water damage and other natural disasters.
- General disrepair posing a threat to the structure or architectural integrity.
- Imminent demolition.
- An option to purchase a structure (temporary or long-term), especially if a structural change or demolition are evident.

ELIGIBLE APPLICANTS

To be eligible for grant funding, properties must be:

- **Owned by a public agency, 501(c)(3), or nonprofit organization.**
- **Operated by an organization with a minimum of a 25-year lease on a historic property for operation.**
- 50 years or older and/or:
 - Listed on the National Register of Historic Places, or as a National Historic Landmark.
 - Contributing member of a National Register Historic District.
 - Listed as a contributing resource to a local historic district.
 - Eligible for any of the above.

GENERAL AND IMPORTANT FTI GRANT INFORMATION

- Applicants may apply for grants up to \$100,000 per grant category ask
- Reapplication if your organization has exceeded \$500,000 in FTI funding is possible for a new project that demonstrates a separate importance or benefits beyond the achievements of the earlier project.
- For 2022/2023, grant applicants are not required to secure a matching funds for Urgent/Emergency Fund grants and Technical Assistance grants only. Please make sure you detail all matching funds in the budget portion of this application for the remaining two grant categories.
- Matching gifts may come from private or public sources, or from earned income (special events, fundraising activities, etc.)

APPLICATION TIMELINE

- Completed applications for the 2022/2023 fiscal year are due **August 15, 2022. This is a postmark deadline and grant applications will not be accepted following. Incomplete applications will also not move forward with a review by our FTI Grant Committee.**
- Following submission, our FTI Grant Committee will review the grant applications in September 2022. FTI grant award notifications will be made by email in late October 2022. One half of the grant funding amount is typically issued by December 1st, and the remaining half of the grant funding amount by June 30th. Both payments are released with certain signed and executed documents. For the final payment, the proof of completion includes a site visit from the FTI Director or another consulting representative. Some projects will not require an initial site visit, but all grant projects will receive a site visit and meeting before the end of the grant cycle in June 2023.

GRANT CONDITIONS

- **To the greatest extent possible, any project plans for restoration or rehabilitation that result from the project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties.**
- At least two (2) competitive bids/quotes must be obtained for any procurement of services that exceed \$10,000. This provision applies only to portions of the project supported by this grant's funding and not for separate funding sources.
- FTI may request additional organization information if needed to support the grant application and/or the contract agreement at the award stage.
- Grant recipients are required to sign a contract agreement consenting to the conditions of the FTI grant program.
- Apart from expansive, multi-phased projects, grant projects must be completed by June 30, 2023. The failure to complete the project in this timeframe may result in the cancellation of the grant.

GUIDING CRITERIA

Applicants should be able to confidently support the below in the narrative of their application:

- The historic significance of the property to be assisted and evidence of community support.
- The need for funding and urgency of the project or the long-term objectives or impact of the project.
- Increased cultural and/or economic impact for the community.
- Involvement of partners that leverage additional public and private investment.

- The adequacy of planning documents to meet the current needs, as well as any future care and maintenance of the historic resource.
- The appropriateness of planning documents to support the continuation for the activity for which the grant supports.

The following criteria are used to evaluate and rank applications for grant funds:

- Architectural and historical significance of the resource that includes historic theaters, historic school auditoriums, historic drive-in theaters, and historic amphitheaters.
- Physical condition of the property and ability to successfully support restoration and rehabilitation.
- Proposed use of the site and quality of interpretive program(s) shared in the community.
- Quality of the preliminary planning or contract documents, including credentials of the project team, feasibility of the budget, and proposed work schedule.
- Appropriateness of the project to meet the immediate needs of the resource.
- Ability of the applicant to complete administer the grant funds and develop programs to sustain and interpret the historic property.

HOW TO APPLY

FTI suggests, but does not require, an initial phone call or meeting to review your project. FTI offers grant workshops annually to assist with the process of submitting more successful applications. These will take place on June 2, 9, and 16, 2022.

The following application items are required for your application submission:

1. Completed copy of the application form, narrative, and enclosures requested.
2. Signed certification form.
3. Ten to fifteen high resolution digital images (minimum 300 dpi) with appropriate captions must be included. Additionally, please include photographs with one overall view of the property and others that are imperative to showing areas of need. The photographs must be saved as individual files to a flash drive and submitted with the application package.
4. A list of the applicant organization's current staff and their board members with professional and civic affiliations.
5. Applicant's IRS determination letter of tax-exempt status or sponsor. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing.
6. Qualifications of all consultants, project managers and any internal personnel administering the project. Please include résumés and/or CVs, as well as bios and firm profiles.
7. One sample of promotional material for your organization.
8. A minimum of four letters of endorsement (e.g., from community leaders, government officials, and historic preservationists).
9. A concise, clear budget breakdown that outlines all proposed expenses for the project.
10. One or more historic property planning documents or historical research if available. This may include historic preservation plans, historic structures report, or other academic based documentation.



FOX THEATRE INSTITUTE

2022-2023 GRANT APPLICATION FORM

CONTACT INFORMATION

Name of Organization _____

Type of Organization Public Private Nonprofit

Mailing Address _____

City _____ State _____ Zip Code _____

Executive Director Name _____

Executive Director E-Mail _____ Executive Director Phone _____

Primary Contact (if different from Executive Director):

Name _____

Title _____

E-Mail _____ Phone _____

TYPE OF GRANT REQUESTED (CHECK ONE APPLICABLE CATEGORY)

_____**Historic Structure Study and Planning Grant**

_____**Preservation Grant**

_____**Urgent/Emergency Fund**

_____**Technical Assistance Grant**

GRANT AMOUNT REQUESTED

Please indicate the amount of grant money requested from the Fox Theatre Institute Grant Program. **Your organization may request a minimum of \$50,000 and a maximum of \$100,000. Your organization may request less than \$50,000 as funding needs are different, including grant matching organizations, and other funding sources are available, but typically FTI receives requests for a minimum of \$25,000.**

Amount Requested: _____

Summary of the Need/Project (500-word maximum)

Provide an abstract summary of the project including the planning that will be implemented. Please include the process and any previous planning that has led to a readiness to implement the project. We also require a general summary of the work to be completed, and the anticipated outcomes and impacts for the community.

Detailed Project Description (10-page maximum includes areas below)

Provide a detailed description of the structure(s), the history and significance of the structure(s), and the community/communities impacted by the project. Present an overview of the organization responsible, the community in which the project is located, the plan to be implemented (include reference to any subsequent phases), and previous planning processes taken to prepare for this implementation stage. Please detail the hopeful outcomes and impacts for the organization and the community at large. You must also detail any matching gifts received and/or anticipated to provide the cash match for the project if needed.

Projected Timeline

Provide a detailed timeline that includes or recaps your study and planning phases, project implementation and meaningful components (i.e., architectural selection, final working drawings, bid process for contractors, approvals, construction, etc.), and estimated completion. The timeline should be detailed by month beginning with the present status of the project through June 2023.

Community Impact

Please answer the following questions to relay the means to achieve goals for the project if funded.

- How do you plan to promote the project to the larger community through external media? Including social media, press releases, media alerts, etc.?
- Will this project bring new audiences for your organization? Will it provide outreach to underrepresented portions of your population? Will it provide specific children or elderly adult programming? Will it support and attract more regional audiences?
- Do you have any current programming for students in grades K-12 at your theatre or arts center? If so, does this project encourage the growth of this programming?
- Have you reached out to local preservation groups (Historic Preservation Commission, Historic Preservation non-profits, or Historical Societies) for technical assistance or community support for this project? Will the project receive a permitting process from local preservation review?
- Has this project received funding through a downtown façade grant from the city or county?
- Is your organization involved with any of the following organizations to increase historic resource awareness or through a grant program? The Georgia Trust for Historic Preservation, Georgia Downtown Association, Georgia Historic Preservation Division, Georgia Main Street Program Georgia Council for the Arts?
- Is your organization a current member of Georgia Presenters through FTI?

PROJECT BUDGET

Include estimated expenses and any other income or resources available or projected toward supporting preservation needs for this project using the categories provided below. Only include eligible expenses.

ELIGIBLE EXPENSES

- Fees for consulting services
- Project related building materials
- Project related labor costs

INELIGIBLE EXPENSES

- Staff or faculty salaries
- Organizational overhead costs

- Catering, food and beverage, entertainment
- Expenses incurred prior to award date

CASH EXPENSES

- 1. Professional Fees (architectural, contractor, preservation planning services, etc.) _____
- 2. Cost of Materials/Supplies _____
- 3. Cost of Labor _____
- 4. Other (please specify) _____
- 5. Total CASH EXPENSES (sum of lines 1 – 4) _____

CASH INCOME

- 6. Earned Income _____
- 7. Corporate Support _____
- 8. Foundation Support _____
- 9. Other Private Support _____
- 10. Government Support (federal, state, city, county) _____
- 11. Application Cash (from endowment, interest, cash reserves) _____
- 12. Total CASH Income (sum of lines 6 – 11) _____
- 13. Fox Theatre Institute Preservation Grant funds requested _____
- 14. TOTAL INCOME (sum of lines 12 and 13) _____

BUDGET BREAKDOWN

Please attach a detailed breakdown for ALL figures provided above for this project using the same categories as listed above.

- In the expenses section, please break down all expenses over \$2,500.
- In the income section, please list with an asterisk (*) confirmed funding.
- In the income section, list separately any contribution over \$2,500 from corporate, foundation, government, or private sources.

CERTIFICATION

Name of Organization _____

I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and accept the obligation to comply with the Fox Theatre Institute Grant Program if a grant is awarded because of this proposal.

Executive Director Name _____

Executive Director Signature _____ Date (M/D/YY) _____

I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and accept the obligation to comply with the Fox Theatre Institute Grant Program if a grant is awarded as a result of this proposal.

Board Chair/President Name _____

Board Chair/President Signature _____ Date (M/D/YY) _____

CHECKLIST

To ensure that your grant proposal is complete, please make sure you have included the following:

- Completed copy of application form, including project summary and details.
- Photos of property showing exterior and interior (if possible) and project location.
- The applicant should also submit one, concise PDF scanned copy of the application on a flash drive, including appropriate photos.
- A list of the applicant organization's current board of directors.
- IRS determination letter.
- Qualifications and/or job descriptions for key project personnel and consultants.
- One sample of promotional material for your organization.
- A minimum of four letters of support.
- Budget breakdown.
- Historic resource property planning documents if available.

Note the below and check if they apply to your historic resource or project:

- Check this box if this property listed on the National Register of Historic Places or is a contributing resource to a National Register District.
- Check this box if the property contributes to a local historic district.
- Check this box if your city or county is a Georgia Certified Local Government.
- Check this box if your city is an active part of the Georgia Main Street Program through the Georgia Department of Community Affairs.
- Check this box if your theatre, or performing arts center is a current member of Georgia Presenters.

APPLICATION

All completed applications should be sent via US Mail to:

Ms. Leigh Burns, Fox Theatre
660 Peachtree Street NE
Atlanta, Georgia 30308

Please direct any FTI grant program questions to leigh.burns@foxtheatre.org or maggie.fuller@foxtheatre.org