



FOX THEATRE

2023/2024 PRESERVATION GRANT GUIDELINES

GRANT PROGRAM DESCRIPTION

We are excited to announce the upcoming grant cycle for the 2023/2024 fiscal year. Since 2008, the Fox Theatre has awarded more than \$2.7 million dollars in grant funding to more than 85 projects. **The Fox Theatre Preservation Grant application will now be submitted online. The application period opens June 15, 2023, and applications are due August 1, 2023.** The Fox Theatre offers three opportunities in advance of the grant deadline for assistance related to completing the application.

The Fox Theatre has one application for all four separate grant funding categories. You must select in your application your request's funding category for the 2023/2024 grant cycle. The grant funding categories include Preservation, Historic Structure Studies & Planning, Technical Assistance, and Urgent/Emergency Fund Grants. The Preservation Grant and Historic Structure Studies & Planning Grant both require a cash match of 50% of the total project cost.

Information about the different Fox Theatre Grant funding categories are detailed below to help you decide which category best fits the project. Please note that the Fox Theatre awards all grants annually in early fall. Applications for Urgent/Emergency Fund grants can be submitted throughout the fiscal year, but grant funds are not guaranteed to be available or distributed.

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.
- **The maximum amount that an applicant organization may apply for annually for this grant is \$100,000 and this is a matching grant. The minimum funding request for the Preservation Grant is \$20,000.**

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. Fox

Theatre 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 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).
- **The maximum amount that an applicant organization may apply for annually for this grant is \$50,000 and this is a matching grant. The minimum funding request for the HSS & Planning Grant is \$20,000.**

TECHNICAL ASSISTANCE GRANTS

Technical Assistance 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.
- **The maximum amount that an applicant organization may apply for annually for this grant is \$25,000 and this grant does not require a match. The minimum funding request for the Technical Assistance Grant is \$20,000.**

URGENT/EMERGENCY FUND GRANTS

Urgent or Emergency support is available to historic theaters and related structures in emergency situations, when immediate and unanticipated efforts become 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.
- **The maximum amount that an applicant organization may apply for annually for this grant is \$100,000. The minimum grant funding request for the Urgent/Emergency Grant is \$20,000.**

ELIGIBLE APPLICANTS

To be eligible for grant funding, properties must be:

- **Owned by a public agency, 501c3, or nonprofit organization.**
- **Operated by a city or non-profit organization with a minimum of a 25-year lease on the 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 FOX THEATRE GRANT INFORMATION

- Applicants may apply for one grant annually.
- If your organization has exceeded more than \$500,000 in Fox Theatre funding, your organization must submit an application for a new project that demonstrates a separate importance or benefits beyond the achievements of the earlier project.
- For 2023/2024, a match is not required 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. We do not accept in-kind portions of a match, and all must be submitted through documentation accordingly.
- We do accept matching cash grants from private or public sources as proof of the organization's match. You may also submit earned income (special events, fundraising activities, etc.) as proof of match.

APPLICATION TIMELINE

- Organizations must submit a Letter of Intent (LOI) in the online platform before given access to complete the application.
- The deadline for the 2023/2024 fiscal year grants will be **August 1, 2022. Ineligible or incomplete applications will not move forward with a review by our Grant Committee, and you will be notified through our online process.**
- Our grant award notifications are completed by email in October/November and one half of the grant funding amount is typically issued by December 1st. The remaining half of the grant funding amount will be issued by June 30th. Both payments are released with certain signed and executed documents. Our final payment is not issued without the proof of completion that includes a site visit from our staff. Some of our HSS & Planning Grant projects will not require an initial site visit, but all grant projects will receive a final site visit. A Final Year Report must be received from the grantee organization to receive final payment for the grant project.

GRANT CONDITIONS

- **To the greatest extent possible, any project plans for restoration or rehabilitation that result from the grant project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties.**
- **For a new project**, at least two (2) competitive bids/quotes/proposals must be obtained for any procurement of services that exceed \$10,000. This provision applies to portions of the project supported by this grant's funding and not for separate funding sources.
- **If your organization is already involved in and applying for a phase of a long-term project**, then you must submit the following items:
 - Name of Firm(s) including Architects, Contractors, Engineers, and Project Managers
 - Information detailing the length of working relationships and what the process of procurement was for these vendors.
- The Fox Theatre may request additional organizational information if needed to support the grant application and/or the contract agreement at the award stage.
- Grant recipients must sign a contract agreement consenting to the conditions of the Fox Theatre grant program.
- Apart from expansive, multi-phased projects, grant projects must be completed by June 30, 2024. The failure to complete the project in this period 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 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 of the activity for which the grant supports.

The following criteria evaluate and rank applications for grant funds:

- The architectural and historical significance of the resource includes historic theaters, historic school auditoriums, historic drive-in theaters, and historic amphitheaters.
- The physical condition of the property and ability to successfully support preservation, 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

The Fox Theatre suggests, but does not require, an initial phone call or potential site visit if needed to assess the project. The Fox Theatre is initiating a new online application process this year. Your organization must submit an online Letter of Intent (LOI) and if approved, you will be given access to the online application.

The following items are required for your application submission:

1. Completed application form, narrative, and enclosures requested.
2. Signed certification form through the online platform.
3. Ten to fifteen high resolution digital images with appropriate captions must be included. Please also include photographs with one overall view of the property and others that are imperative to showing areas of need.
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.
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. This must be completed for new projects or phased projects when firms are retained for all phases.
7. One to three scanned samples of promotional material for your organization.
8. A minimum of three letters of endorsement (e.g., from community leaders, government officials, and historic preservationist organizations, Main Street, Tourism, etc.).
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. A note of what firm completed the firm, when and how it was funded before the application to the Fox Theatre for funding.

Please keep the following in mind when attaching documents:

- File upload fields will only accept one file per field.
- Upload fields have size limits. If you attempt to upload a file that is larger than the set MB limit, you will receive an error message that the file is too large and the file will not be saved.
- We will only accept Word (.doc or .docx), Excel (.xls or .xlsx), or PDF (.pdf) files. If you attempt to upload a file in an unaccepted file format, you will receive a warning and you will not be able to upload the file.

- Once a file has been uploaded, it may be deleted by clicking the red X next to the file name and then a new file can be uploaded.
- Put the organization's name in a header or footer on each document in case panelists print out the material.
- If you scan material, make sure it does not appear blurry, sideways, or upside down.

APPLICATION PREPARATION & SUBMISSION QUESTIONS

All completed applications will be verified through our online grant application process.

For helpful tips navigating the online platform, [please click here](#).

Collaborate Feature: When in the online platform, the Collaborate button at the top of the page can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you wish to help you with the request.
- Set the Permission to either View (the collaborator can only view forms in the request), Edit (the collaborator can view and edit the request), or Submit (the collaborator can view, edit, and submit the request)
- Include a message about what you are asking your collaborator to do for you and select Invite.
- You can revoke permission at any time.

An email will be sent to the collaborator containing your message, their username, and a link to the log-on page. After clicking this link, they will be brought to the log-on page. If this is their first time logging onto the system, they will be asked to create a password.

After logging onto the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the Edit Application link and complete your instructions.

[Collaborate Video Tutorial \(1:37\)](#)

CONTACT US

Please direct any application or technology questions to maggie.fuller@foxtheatre.org.

Please direct any grant requirement questions to leigh.burns@foxtheatre.org.