



THE FOX THEATRE INSTITUTE

2018-2019 Preservation Grant Application

GRANT DESCRIPTION

This grant is designed to complete projects and develop community-wide participation at the local level. Also known as the 'brick and mortar' grant, this annual basis grant is awarded to assist theaters in completing projects including acquiring historic property, purchase and installation of equipment, and renovation/construction of property.

Grants are awarded on an annual basis and may support the following kinds of 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.

ELIGIBLE APPLICANTS

In order to be eligible for grant funding, properties must be:

- Owned by a public agency, 501(c)(3), or other nonprofit organization.
- 50 years or older and/or:
 - Listed on the National Register of Historic Places.
 - Listed 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.

IMPORTANT INFORMATION

- Applicants may apply for grants starting at \$50,000 to upwards of \$250,000.
- Multi-phased projects may apply for funding for three consecutive years not to exceed \$500,000 during this three-year period.
- Organizations receiving funding of \$250,000 or above are not eligible to re-apply for three years.
- Reapplication may only be made for a new project that demonstrates its importance or benefits beyond the achievements of the earlier project.

APPLICATION TIMELINE

- Applications for the 2018-2019 Fox Theatre Institute Preservation Grant Program are due **August 15, 2018**. This is a postmark deadline and grants will not be accepted after this deadline.
- Our FTI Grant Committee will review the applications and grant award notifications will be sent in late October 2018. Partial grant funding will be issued by December 1, 2018, and the remainder by June 30, 2019, with proof of completion of the contract's scope of work.

GRANT CONDITIONS

- To the greatest extent possible, any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. A copy of these may be found at <https://www.nps.gov/tps/standards.htm>.
- At least three (3) 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 fund.
- The Fox Theatre Institute may request additional organizational information if needed to support the grant application and/or contract.
- Grant recipients are required to sign a contract agreeing to the conditions of the program.
- Apart from multi-phased projects, grant projects must be completed by **June 1, 2019**. Failure to complete the project in this timeframe may result in the cancellation of the grant.

GUIDING CRITERIA

Applicants should be able to speak to the following:

- The historic significance of the property to be assisted and evidence of community support.
- The need for funding and the 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 collaborations and partnerships that leverage additional public and private investment.
- The adequacy of plans to meet the current needs and for the future care and maintenance of the theater or the continuation for the activity for which grant support is requested.

The following criteria will be used to evaluate and rank applications for these grant funds:

- Historical significance of the resource.
- Physical condition of the property.
- Proposed use of the site and quality of the interpretive program.
- Quality of the preliminary planning or contract documents, including credentials of the project team, feasibility of the budget, and work schedule.
- Appropriateness of the project to meet the needs of the resource.
- Ability of the applicant to match the funds requested and to complete the proposed work, maintain the property, administer the grant funds, and develop programs to sustain and interpret the property.

HOW TO APPLY

The Fox Theatre Institute suggests an initial phone call or meeting to review your project, the needs, and to obtain guidance on your grant application.

The following items are required for your application submission:

1. Completed copy of appropriate application form, narrative, and enclosures as follows.
2. Signed Certification form.
3. Up to ten high resolution digital images (minimum 300 dpi) with caption and credit information. Applications must include at least one overall view of the property. Images should be saved as individual files to a flash drive and no Word or PDF images will be accepted.
4. A list of the applicant organization's current board, including officers and 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 any consultants, project managers, or personnel administering the project.
7. One sample of promotional material for your organization.
8. A minimum of three letters of endorsement (e.g. from community leaders, government officials, and historic preservationists).
9. Budget breakdown that outlines proposed expenses and revenue for the project.
10. One or two historic property planning documents or research if available.



THE FOX THEATRE INSTITUTE

2018-2019 Preservation Grant Application Form

CONTACT INFORMATION

Name of Organization _____

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 _____

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

Provide an abstract summary of the project or plan to be implemented, the process and planning that has led to your readiness to implement the project, a general summary of the work to be completed, and anticipated outcomes and impacts for the community.

Detailed Project Description: (10-page maximum)

Provide a detailed description of the structure(s), history and significance to the community/communities, an overview of the organization responsible, the community in which the project is located, the project or plan to be implemented (include reference to any subsequent phases), the planning and processes taken to prepare for this implementation stage, projected outcomes and impacts for the organization and community at large. Include matching gifts received and/or anticipated.

Projected Timeline:

Provide a 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.

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

INELIGIBLE EXPENSES

- Staff or faculty salaries
- Organizational overhead costs

CASH EXPENSES

- | | |
|--|-------|
| 1. Professional Fees (architectural or preservation planning services) | _____ |
| 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. Provide the name of the funder and the amount provided/requested.

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 Preservation Grant Program if a grant is awarded as a result 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 Preservation 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.
- ☐ 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 three letters of support.
- ☐ Budget breakdown.
- ☐ One or two historic property planning documents if available.
- ☐ 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

Completed applications should be returned to:

The Fox Theatre Institute
Attn: Ms. Leigh Burns, Director
660 Peachtree Street NE
Atlanta, GA 30308

Please direct questions to Maggie.Fuller@foxtheatre.org or 404-881-2023.