



THE FOX THEATRE INSTITUTE

2018-2019 Technical Assistance and Services Grant Application

GRANT DESCRIPTION

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

- Planning – operational and strategic.
- Professional development and training.
- Mentoring.
- 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.

ELIGIBLE APPLICANTS

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 District.
 - Listed as a contributing resource to a local historic district.
 - Eligible for any of the above.

IMPORTANT INFORMATION

- Applications will be reviewed on an annual basis.
- Grant maximum is \$25,000 in assistance and a cash match is not required unless it is desirable for the applicant to leverage other support.
 - Matching gifts may come from private or public sources, or from earned income (special events, fundraising activities, etc.)

- Donated materials and services and organizational overhead costs can be eligible sources as matching funds if they directly underwrite the project budget and are the result of the Institute's challenge grant.
- Grant projects must begin within six months of award date – otherwise, the grant award is subject to review.
- Periodic reports are required and specific to each form of grant support. These requirements will be detailed in the grant contract upon award notification.
- Within one year from the grant disbursement date, a final report of the project and financial accounting of the expenditures of the grant must be submitted. If the project is not completed in accordance with the contract, the parties will need to negotiate continuing or returning grant funds.
- If the building is not owned by the applicant, a certified letter of consent from the property owner is required to apply.
- Organizations may apply for support only once per grant cycle in the following categories:
 - Historic Structures Studies or Planning
 - Periodic Technical Assistance and Services
 - Preservation Grant
 - **(Organizations may apply for Urgent or Emergency Needs grant support in addition to one of the categories listed above.)**
- The Fox Theatre Institute Preservation grant program's goal is to award funding for historic theatres in the state of Georgia. Out-of-state applications will be considered on a case-by-case basis and must demonstrate a substantial impact on the development of the community. Priority of funding is given to Georgia applicants.

APPLICATION TIMELINE

- Applications for the 2018-2019 Fox Theatre Institute Technical Assistance and Services Grants are due **August 15, 2018**.
- Panelists will review the applications and grant award notifications will be sent in October 2018.
- Grant funding will be issued upon 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 grant portions of the project supported by the Fox Theatre Institute.

- 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.
- 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 successfully address the following:

- The historic significance of the property to be assisted and evidence of broad 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 development 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.

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 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 members, 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. Professional qualifications of any consultants, project managers, or personnel administering the project.
7. A minimum of one sample of promotional material for your organization.
8. At least three letters of endorsement (e.g. from community leaders, government officials, and historic preservationists).
9. Comprehensive budget breakdown that outlines proposed expenses and revenues for the project.
10. One or two historic property planning documents or research if available.



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2018-2019 Technical Assistance and Services 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 _____

GRANT AMOUNT REQUESTED

Please indicate the amount of grant money requested from the Fox Theatre Institute Technical Assistance and Services Grant. Please note that grants may not exceed \$25,000.

Amount Requested: _____

Abstract Summary of the Need/Project:

Provide a 1-2 paragraph summary of the need or project.

Detailed Description: (5-page maximum)

Provide a more detailed description of the structure(s), its history and significance to the area, and anticipated professional services required. Include an overview of the responsible organization in the community in which the project is located, the need for technical assistance and services, and projected outcomes and benefits if provided.

Projected Timeline:

Provide a detailed and precise timeline for when technical assistance and services would be needed or other deadlines influencing assistance.

PROJECT BUDGET

Include estimated expenses and any other income or resources available or projected toward supporting technical assistance or services 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 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 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 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 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 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.