



THE FOX THEATRE INSTITUTE

2019-2020 Historic Structures Study or Planning Grant Application

GRANT DESCRIPTION

Grants for Historic Structures Studies or Planning are awarded on an annual basis to support the completion of a Historic Structures Study or Planning – the first steps in the care of historic structures. The Fox Theatre Institute can also provide guidance on how to implement the study or planning process, and where and how to secure expertise.

The study and planning could address such needs as:

- 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).

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

IMPORTANT INFORMATION

- Levels of grant amounts depend on the complexity of the structure and the scope of the work. Grant funding can range up to a maximum of \$75,000.
- Applicants must be capable of matching the grant amount dollar-for-dollar (a 50% match of total project costs, or more if there is potential to do so.) Grant funds will be disbursed upon proof that matching funds have been secured or pledged formally.
- 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 three months of the 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 the fiscal year from the grant disbursement date, a final report of the project and financial accounting of the expenditure 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 actual property owner is required to apply for funding. The property must have a long-term lease agreement of a minimum of 25 years.
- 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 highly substantial impact on the development of the community. To date priority of funding has been given to Georgia applicants.**

APPLICATION TIMELINE

- Applications for the 2019-2020 Fox Theatre Institute Historic Structures and Planning Grants are due August 15, 2019. This is a postmark deadline and grants will not be accepted after this deadline. Applications are not accepted electronically.
- Panelists will review the applications and grant award notifications will be sent in late October/early November 2019.
- Partial grant funding will be issued by December 1, 2019, and the remainder by June 30, 2020, 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*.**
- 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 15, 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. One sample of promotional material for your organization.
8. 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

2019-2020 Historic Structures Study or Planning 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 Historic Structures Study or Planning Grant. Please note that grants may not exceed \$75,000.

Amount Requested: _____

Abstract Summary of the Need/Project:

Provide a 1-2 paragraph abstract of the need/project.

Project Description: (5-page maximum)

Provide a more detailed description of the structure in focus. Include an overview of the organization responsible, the community in which the project is located, the structure(s) to be studied or planned, and projected outcomes and benefits resulting from the study or planning process completed.

Projected Timeline:

Provide a general timeline for securing the professional(s) and completion of the study or planning process.

Community Impact

Please answer the following questions in a summary statement and relay the specific means to achieve these required goals for the project is funded by FTI.

How do you plan to promote the project to the larger community through external media? How will this project build new audiences for your organization? Will it provide outreach to underrepresented portions of your population? Will it provide specific children or elderly adult programming?

Do you have any current programming for students in grades K-12 at your theatre or arts center? If so, does this project encourage that growth?

Have you reached out to local preservation groups (Historic Preservation Commission (HPC), Preservation non-profits, or Historical Societies) for support for this project?

Have any of your previous projects been funded by a downtown façade grant from the HPC?

Have you worked with any of the following organizations on other grants for your historic theatre or cultural center and if so how did those projects support the work of this project or others in your community?

Georgia Trust for Historic Preservation

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 support for the historic structures study or planning 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 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: Leigh Burns, Director
660 Peachtree Street NE
Atlanta, Georgia 30308

Please direct questions to leigh.burns@foxtheatre.org or maggie.fuller@foxtheatre.org