



THE FOX THEATRE INSTITUTE

2021-2022 GRANT INFORMATION

GRANT DESCRIPTION

The grant application and award cycle for the 2021-2022 fiscal year will have a few important changes. Please read the details below:

- **The Fox Theatre Institute (FTI) will have one application instead of four separate applications specific to the different funding categories.** Please note in your application the specific category to which you are applying for funding. Categories include Preservation, Historic Structure Studies & Planning, Technical Assistance, and Urgent/Emergency Fund Grants.
- **The 2021-2022 fiscal year grant cycle will not require a cash match.** Your total project outlined in the budget section of the application does not need to reflect the typical 50% cash match. For example, if your project cost is \$50,000, your organization should apply for \$50,000 as your \$25,000 match is not required.
- **Your organization may utilize up to \$15,000 of FTI Grant Funds as match toward a Southface GoodUse Grant in the 2021-2022 fiscal year grant cycle. The amount you apply for from FTI must be the specific match required for GoodUse funding.** More information about this partnership program may be found here <https://www.southface.org/our-work/programs/gooduse/>

Information about the different FTI Grant funding categories is listed below to help you decide which program is best for your project. Please remember – FTI does not require a match for the project during the 2021-2022 fiscal year.

PRESERVATION GRANT

The preservation grant was the first category of those awarded by FTI and designed to complete projects and develop community-wide participation at the local level. The grant is awarded to assist theaters in completing projects including acquiring historic property, purchase and installation of equipment, and renovation/construction of property.

Preservation Grants 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.

HISTORIC STRUCTURE STUDY & PLANNING GRANTS

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. FTI 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).

TECHNICAL ASSISTANCE GRANTS

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.

URGENT/EMERGENCY FUND GRANTS

Urgent or Emergency support is available to historic theaters and related structures in emergency situations, when immediate and unanticipated work is needed to save a historic structure. Awards are not given in instances of obvious demolition by neglect of either private or public ownership.

Examples of urgent or emergency needs include:

- Fire or water damage.
- 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 possible demolition are evident.

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 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 starting at \$15,000 to upwards of \$50,000.
- Reapplication if your organization has exceeded \$500,000 may only be made for a new project that demonstrates its importance or benefits beyond the achievements of the earlier project.
- For FY2021-2022, applicants are not required to secure a matching gift or funds to be eligible for funding. However, if matching funds are available and applicable to the project, they must be listed in the budget portion of this application.
- 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.

APPLICATION TIMELINE

- Completed applications for the 2021-2022 Fox Theatre Institute Preservation Grant Program are due **August 15, 2021. This is a postmark deadline and grant applications will not be accepted after this deadline.**
- Our FTI Grant Committee reviews the grant applications and grant award notifications are sent out via email in late October 2021. Partial (50%) of the grant funding will be issued by December 1, 2021, and the remainder by June 30, 2022, with proof of completion of the contract's scope of work. The proof of completion includes a site visit from the FTI Director or another consulting representative. Some projects will not require the site visit and that will be disclosed upon the grant award.

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 portions of the project supported by this grant's funding.
- FTI may request additional organizational information if needed to support the grant application and/or the contract agreement.
- Grant recipients are required to sign a contract agreement agreeing to the conditions of the program.

- Apart from expansive, multi-phased projects, grant projects must be completed by June 15, 2022. 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 following:

- The historic significance of the property to be assisted and a strong 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 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 the grant supports.

The following criteria will be used to evaluate and rank applications for these 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 be successfully restored or rehabilitated.
- Proposed use of the site and quality of interpretive program(s).
- Quality of the preliminary planning or contract documents, including the successes and 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 complete the proposed work, maintain the property, administer the grant funds, and develop programs to sustain and interpret the property.

HOW TO APPLY

FTI suggests but does not require 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 and no more than thirty high resolution digital images (minimum 300 dpi) with caption and credit information. Applications must include at least one overall view of the property and should be saved as individual files to a flash drive. Any jpg, word or PDF images will be accepted.
4. A list of the applicant organization's current staff, 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. Qualifications of any consultants, project managers, or internal personnel administering the project. This may include resumes and or CVs as well as bios and firm profiles.
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. A concise, clear budget breakdown that outlines proposed expenses and revenue for the project.
10. One or two historic property planning documents or research if available. This may include historic preservation plans, historic structures report or other academic based documentation.



THE FOX THEATRE INSTITUTE

2021-2022 GRANT APPLICATION FORM

CONTACT INFORMATION

Name of Organization _____

Type of Organization Public Private Non-Profit

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.
The minimum is \$15,000 and the maximum is \$50,000.

Amount Requested: _____

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 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.

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? Including social media, press releases, media alerts, etc.?
- 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? 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 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? Will it receive a permitting process from local preservation review?
- Have any of your previous projects been funded by a downtown façade grant from the city or county?
- 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 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. 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 five 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:

Leigh Burns, Director
The Fox Theatre Institute
660 Peachtree Street NE
Atlanta, Georgia 30308

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