



## TEXAS HISTORICAL FOUNDATION GRANT APPLICATION

*The Texas Historical Foundation considers proposals for the following types of projects: historic property restoration, event or program promoting Texas history to the general public, preservation of artifacts or archival materials, Texas history education in classrooms, and archeological projects.*

***Grant requests in the range of \$1,000 to \$5,000 are suggested.***

***NOTE: THF will not consider funding requests for capital campaigns, general operating expenses, or underwriting fundraising events.***

***Applicants who have recently received a grant from the Texas Historical Foundation must wait a minimum of one year between grant requests.***

**Grant applications are due via email by 5:00pm on the deadline date. Hard-copy applications are no longer accepted. Email: [grants@texashistoricalfoundation.org](mailto:grants@texashistoricalfoundation.org)**

Please provide the following items with your THF grant application. **These forms must be submitted with your application to be considered complete.**

### **ITEMS TO BE SUBMITTED:**

- Completed and signed THF grant application and THF budget summary. Please submit these items in one pdf.

**The following items can be submitted separately or in one pdf. *Do not include these items in the same pdf as the grant application and THF budget summary.***

- Copy of the current exemption letter from the Internal Revenue Service indicating 501(c)(3) status.  
***{Note: Applicant must have 501(c)(3) status to apply}***
- Copy of articles of incorporation or constitution and bylaws
- List of officers and directors
- Photographs are helpful. When applicable, please include no more than five images
- Project timeline

### **FINANCIAL ITEMS TO BE SUBMITTED:**

- Organization budgets of current and preceding fiscal year
- Detailed budget for this specific project
- Most recent audit report (if no audit report, then organization's most recent annual profit and loss statement may be substituted)

## APPLICANT INFORMATION

### 1. Organization Name:

<b>Physical Address:</b>	<b>City:</b>
<b>City Population:</b>	<b>Zip:</b>
<b>County:</b>	<b>County Population:</b>
<b>Telephone:</b>	<b>EIN:</b>

**If applicable, please include your social media sites so we can connect with you.**

*(Facebook, Instagram, Twitter, LinkedIn)*

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### 2. Grant Contact:

<b>Contact phone number:</b>
<b>Contact email address:</b>
<b>Mailing address <i>(if different from physical address)</i>:</b>

**3. Please provide a brief history of the organization:**

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**4. Are you currently a member of the Texas Historical Foundation? Yes No**

*If you are not a member of the Texas Historical Foundation, please consider joining the organization. Membership is not required, but a show of support for THF's mission and programs is appreciated.*  
<https://texashistoricalfoundation.org/how-to-give/join-us.html>



**B. If the proposed project will preserve, restore, or rehabilitate a structure, how does your organization plan to comply with the Secretary of Interior's Standards for the Treatment of Historic Properties?** (*Download the Standards a* <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>)

*If applying for an architectural grant, please send pertinent photographs of all exterior sides (elevations) of the structure or relevant inside photos of the proposed work. No more than five images.*

**2. How will this project relate to Texas Historical Foundation's mission?**

3. Who and how many will be served or will benefit from the project, and how will this be accomplished?

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4. What is the project timeline and anticipated completion date?

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5. If other groups will be participating in the project, list and explain their role or function.

<b>Name of group/organization:</b>	
<b>Description of role or function:</b>	

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<b>Description of role or function:</b>	

<b>Name of group/organization:</b>	
<b>Description of role or function:</b>	

6. If consultants or contractors will be participating in the project, list and explain their role or function.

<b>Name of consultant/contractor:</b>	
<b>Description of role or function:</b>	

<b>Name of consultant/contractor:</b>	
<b>Description of role or function:</b>	

<b>Name of consultant/contractor:</b>	
<b>Description of role or function:</b>	

7. A. If your organization has received past THF funding for the proposed project, such as a previous phase of a multi-phased effort or an annual/biannual event or heritage celebration, please list that information below:

YEAR	AMOUNT RECEIVED	THF FUNDING WAS APPLIED TO

- B. Please list below ALL past THF grants received by your organization for other projects, events, and/or celebrations. *If you recently received a grant from THF, there is a minimum of a one year waiting period between requests.*

YEAR	AMOUNT RECEIVED	BRIEF DESCRIPTION OF PROJECT/EVENT

8. If funding requests have been made to other organizations for this project, list below and indicate whether grant funds have been received or the proposal is pending a decision.

ORGANIZATION NAME	AMOUNT REQUESTED	RECEIVED/PENDING/DENIED

9. If your organization is planning fundraising efforts or campaigns to cover project costs in part, describe those and provide a timeline, when applicable.

10. How will THF's support be acknowledged?

## FINANCIAL INFORMATION

**\*\*Please complete the THF Budget Summary (submit on one page only).  
THIS DOCUMENT MUST BE COMPLETED, EVEN WHEN PROVIDING A DETAILED BUDGET.**

<b>Total cost of project:</b>
<b>Amount requested from Texas Historical Foundation:</b>
<i>Note: Grant requests in the range of \$1,000 to \$5,000 are suggested.</i>
<b>Matching funds (if applicable)</b>

**NAME/SIGNATURE OF AUTHORIZING OFFICIAL** *(Electronic signature is acceptable)*

<b>Signature:</b>	
<b>Name:</b>	<b>Date:</b>
<b>Title:</b>	

# SAMPLE

## THE BUDGET SUMMARY

*INSTRUCTIONS: Please provide a general project description (examples: restoration/rehabilitation, special event/seminar, archeology, classroom/public education, artifact preservation/restoration, museum program/ exhibit) then fill in expenses and indicate where THF funds would be applied. Use blank spaces for expenses that fall outside of existing categories.*

**SUBMIT ON SINGLE PAGE ONLY**

Project Description: 5fhjZJVMi dfYgYfj Uhjcb#fYghcfUhjcb	Cost Sharing		THF Funds	Totals*
	Cash	In -Kind		
1. Personnel				
2. Honoraria				
3. Travel				
4. Supplies				
5. Printing/Publication				
6. Promotion/Advertising				
7. Equipment				
8. Facilities Rental				
9. Labor				
10. Construction Materials				
11. Fixtures/Furnishings				
12. Consultant/Professional Fees				
<b>Other:</b> Please list any expenses that do not fit within the above categories.				
13. : ]a 'hfUbgZyf. 'G, 'UbX '%* a a	\$1,059.45		\$5,000.00	\$6,059.45
14. J ]XYc 'hfUbgZyf. 'Gcbmi9=5>	\$706.50			\$706.50
15. G\]dd]b[ 'hc' J YbXcf	\$80.00			\$80.00
16.				
17.				
18.				
<b>Total Projected Costs*</b>	\$1,845.95		\$5,000.00	\$6,845.95

## THF BUDGET SUMMARY

*INSTRUCTIONS: Please provide a general project description (examples: restoration/rehabilitation, special event/seminar, archeology, classroom/public education, artifact preservation/restoration, museum program/ exhibit) then fill in expenses and indicate where THF funds would be applied. Use blank spaces for expenses that fall outside of existing categories. **SUBMIT ON SINGLE PAGE ONLY***

	Cost Sharing			
Project Description:	Cash	In -Kind	THF Funds	Totals*
1. Personnel				
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14.				
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<b>Total Projected Costs*</b>				