



## APPLICATION FOR QUARTERLY GRANTS PROGRAM \$1,000-\$5,000

**The Texas Historical Foundation considers proposals for the following types of projects:** historic property preservation, archeological projects, research efforts, events or programming promoting Texas history to the public, educational and museum programming, preservation of artifacts, collections, or archives, promotion of cultural heritage and the arts.

Please be aware that THF does not consider contributions to capital campaigns, general operating expenses, or the underwriting of fundraising events. We ask that applicants wait one year before reapplying after receiving a grant.

**Grant requests in the range of \$1,000 to \$5,000 are recommended.** For requests in excess of \$5,000, please send a letter of inquiry to [grants@texashistoricalfoundation.org](mailto:grants@texashistoricalfoundation.org).

### HOW TO APPLY FOR FUNDS FROM THE QUARTERLY GRANTS PROGRAM:

**Step 1. Complete PDF Application Form** – On the following pages, you will find the fillable PDF application form. We ask that you complete the application including budget summary section in the format provided, with consideration of space allotted for responses. If you must exceed the allotted space for a question, please attach a clearly labelled response in an additional page at the end of the PDF document. Please be aware that responses vastly exceeding allotted space or otherwise dramatically modifying the application format may result in removal from consideration in the current funding cycle. If you are in doubt, please email staff using the contact information available at the foot of this page.

**Step 2. Compile Supporting Documents** – In order to qualify for a grant, you will need to submit supporting documentation of organizational and financial matters. These documents should be compiled into a single PDF document. Pages should be in order listed below, and appropriately labelled wherever possible.

#### ORGANIZATIONAL DOCUMENTS:

- Documentation of 501(c)(3) status, such as IRS letter of determination or Form 990
- List of current officers & directors
- Detailed project timeline

- If applicable, please include up to 5 high-quality photos depicting the project.

#### FINANCIAL DOCUMENTS:

- Organization budgets of current or preceding fiscal year
- Detailed project budget
- Recent audit or profit & loss statement

**Step 3. Submit Your Application** – Once the PDF application is complete and you have created a PDF containing all of the required supporting documents, navigate to [texashistoricalfoundation.org/what-we-do/grants/apply](https://texashistoricalfoundation.org/what-we-do/grants/apply). Here, you will be prompted to fill out a brief overview questionnaire and provided with instructions to upload and attach your completed PDF application and supporting documents.

After submitting, you will receive an automated confirmation email followed by a message from THF staff within two business days confirming receipt. We recommend that you save these messages, as they may contain important information regarding the cycle timeline.

Applications are due 5 p.m. CT on the quarterly deadline dates as listed at [texashistoricalfoundation.org](https://texashistoricalfoundation.org). The most current deadline dates [can be found at this link](#).

**SECTION 1. APPLICANT INFORMATION**

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

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

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

## E. Institutional Details

Annual attendance:	Number served by project:
Days per week open to the public:	Year opened:

Number of Staff:

Full Time:
Part Time:
Number of Volunteers:

## SECTION 2. PROJECT INFORMATION

A. Give a brief description of the project and how granted funds will be applied to the budget.

**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?**

**For non-architectural projects, how does the group plan to apply best practices when pursuing the project?**

**C. How does this project further your organizational aims, and how does that align with the Texas Historical Foundation mission?**

D. Describe the public benefit of this project. Who and how many will be served by the project, and how will this be accomplished?

E. Briefly summarize the project timeline and anticipated completion date. (Note that additional information can be included in Timeline Detail supporting document)

SECTION 3. COLLABORATION & FINANCING

A. If your organization has received past THF funding, please identify those grants using the table below.

YEAR	AMOUNT RECEIVED	THF FUNDING WAS APPLIED TO

**B. 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>

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

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

**C. 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>

**D. If funding requests have been made to other organizations for this project, list below, indicating status as planned, pending or received. If approved for an amount other than requested, note the approved amount under status.**

[illegible]

**E. Describe ongoing or planned fundraising and/or collaborative efforts that benefit this project. If applicable, elaborate on how the remainder of the project budget will be funded.**  
*Please note, major fundraising goals/milestones should be included in Detailed Timeline attachment where possible.*

**F. How would THF's support be acknowledged?**

# SAMPLE

## 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			
<b>Project Description:</b> 5fh]ZUVW'dfYgYfj Uh]cb#fYghcfUh]cb	Cash	In -Kind	THF Funds	Totals*
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 JXYc 'hfUbgZYf. 'Gcbm9=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:** Provide general project expenses by category, indicating where THF funds would be applied. Use blank spaces for expenses that fall outside of existing categories. **Please note that this page must be completed, even when submitting a Budget Detail in supporting documents.**

	Cost Sharing			
	Cash	In -Kind	THF Funds	Totals*
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.				
14.				
15.				
16.				
17.				
18.				
<b>Total Projected Costs*</b>				

**SUMMARY CONFIRMATION**

<b>Total cost of project:</b>
<b>Amount requested from Texas Historical Foundation:</b>
<b>Total matching funds (if applicable):</b>

**AGREEMENT & SIGNATURE**

By signing, I affirm that the information provided in this application and accompanying documents are current and accurate to the best of my knowledge. I agree to inform the Texas Historical Foundation (the Foundation) at the earliest opportunity should correction be needed. I acknowledge that the Foundation will be relying upon these statements as fact when making determinations in regard to this request.

I understand that the submission of this application and any communication pursuant to it between the Foundation and agents of the signing organization do not constitute an agreement of funding until such an offer has been explicitly made in the form of a grant agreement contract executed by both parties.

**NAME/SIGNATURE OF AUTHORIZING OFFICIAL** *(Electronic signatures accepted)*

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