Quarterly Micro Grant

Texas Historical Foundation

Introduction - Step 2 Application

Quarterly Micro Grants - Step 2 Application

Welcome to the Step 2 Application portion of your Quarterly Micro Grant submission! Step 2 focuses on gathering more detailed information on your project and organization through longform responses, project budget summary, and supporting background documents.

Review Timeline

Cycle	Application Deadline	Final Response/Funds Issued
Summer 2025	June 3, 2025	First week of August
Fall 2025	September 1, 2025	First week of November
Winter 2025-2026	December 1, 2025	First week of January 2026
Spring 2026	March 1, 2026	First week of May

Tips for Success

- Download a full view of the application by clicking "Question List" icon in upper right corner. This can be used to share the application prompts among your team and plot out responses.

- Compile required items named in "Supporting Documents" section ahead of time.

- Keep in mind that reviewers will have access to your LOI submission. Longform responses should expand on ideas introduced in your LOI while avoiding redundancy.

- Review the Grants FAQs at texashistoricalfoundation.org to learn about our review criteria to help structure your proposal.

Need Help?

Submit a Help Desk ticket for direct assistance from THF staff. Most tickets receive a response in less than one business day.

Overview

Project Overview

In this section, you will share introductory information about the organization and grant project.

PLEASE NOTE: Some response fields in this section are automatically populated based on responses provided previously in the Step 1 LOI submission. These items appear for reviewer reference.

Project Name*

Provide a name for your grant project for reference.

Character Limit: 250

Primary Project Type

Select the option that most closely describes your project.

Choices

Archeology
Architecture
Archives or Collections
Arts
Cultural Heritage
Education or Publishing
Preservation Advocacy
Museum Programming

Amount Requested

Requests up to $8,000 recommended.

Character Limit: 20

Estimated Project Budget

Provide an estimated total budget for the project to which grant funds would be applied.

Character Limit: 20

Project Description Summary

Using 500 characters or less, provide a brief, two-sentence summary describing the project that funding would be applied to.

Character Limit: 500

Physical Address (optional)

Provide physical address where project will take place if different from the mailing address listed in your organization's profile.

Character Limit: 100

Number Served

How many individuals do you estimate will engage with and/or benefit from this project?

Character Limit: 7

Estimated Completion Date*

Provide the <u>estimated </u>date of the project's completion. For complex, multi-phase projects, the phase of work to which grant funds would be applied is sufficient.

Character Limit: 10

Organizational Overview

Annual Operating Budget*

What is the organization's estimated annual operating budget? Responses may use current, preceding, or upcoming year depending on which best reflects the norm.

Character Limit: 20

Annual Attendance

If applicable, provide the estimated annual attendance for your organization.

Character Limit: 20

Year Opened*

What year was the organization established?

Character Limit: 7

How many staff are employed?*

Please include full and part time staff engaged at your organization for the duration of this project. If the number of staff will fluctuate, please use the average.

Character Limit: 7

How many volunteers?*

How many regular unpaid volunteers participate in your organization in a typical year?

Character Limit: 7

Fiscal Sponsor

Will this application use a fiscal sponsor?

Choices
Yes
No

Longform Questions

Organization History*

Briefly, introduce your organization and its fundamental objectives.

Character Limit: 750

Project Narrative*

Provide a narrative overview of the grant project, including methodology, scope of work, and how Texas Historical Foundation grant funds would be applied. Readers should come away with a snapshot of what is being proposed, how it will be accomplished, and its relevance to the preservation of Texas history.

Keep in mind that your Step 1 LOI will also be available to reviewers.

Character Limit: 1250

Project Outcomes*

Describe the intended outcomes of the project, especially taking into account benefit to the public and furtherance of your organization's broader aims.

Character Limit: 1000

Best Practices and Sustainability*

Describe how the organization plans to see the project through to completion under best practice standards and, if applicable, maintain outcomes into the future.

This could include, but is not limited to:

- *How you are incorporating best practice standards, for example Secretary of Interior Standards for an architectural restoration project, adherence to professional standards for archive and artifact conservation, archeological sites, historical research, etc.*

- *Appropriate oversight, including the use of professionals or consultants.*

- *Creation of planning documents and reports, pre-determined methods for evaluating success.*

- *Planned or completed fundraising, or elements of the project that may improve the organization's capacity.*

- *How the project furthers other organizational or community objectives.*

Character Limit: 1000

Community Support & Financing*

Provide a narrative of the community support for this project. This may include, but is not limited to:

- *Community or intra-organizational partnerships and collaboration*
- *Professional support and appropriate oversight*
- *Completed and/or planned fundraising benefitting the project*
- *Volunteer programs, in-kind contributions, and other non-monetary support*
- *Community input and expressions of support*

Character Limit: 1000

Project Budget and Supporting Documents

In this section, you will be asked to create a simple summary overview of the project budget, provide basic information about additional funding sources, and upload compiled supporting documents for your project.

Project Budget Summary*

We ask all applicants to prepare a standardized Budget Summary Form for ease of review.

1. Click here to download a copy of the THF Budget Summary Form
2. Fill in the form using Excel, Numbers, or Google Sheets programs. When you are finished, save a copy to your desktop with your organization name in the title.
3. Use the button below to upload your completed copy of the form.

Having trouble understanding the form? Click here to view a completed example.

File Size Limit: 5 MB

Total Cost Sharing*

Provide the total amount of project expenses **not** covered by THF grant (the sum of "Cash" and "In-Kind" columns in your Budget Summary form).

Character Limit: 20

Additional Funding Sources

If additional funding from grants, sponsorships, individual donors, or fundraising initiatives is anticipated, please name them in the table below. If an amount is an in-kind contribution, please denote as such in the Funding Source column.

EXAMPLE:

Funding Source:	Status:	Type:	Amount:
Central Texas Community Fund Grant	Pending	Grant	$5,000.00
Alvarez Consulting	Received	In-Kind Contribution	$2,300.00
Raffle Fundraiser 7/25/2026	Planned	Campaign or Event	$1,000.00

Funding Source:	Status:	Type:	Amount:

Instructions for Supporting Documents

Supporting documents should include:

1. Project budget detail*
2. Project timeline (should include project milestones and fundraising targets if applicable)
3. Annual organizational budget (preceding, current, or immediate future accepted)
4. Recent profit & loss statement _or_ audit

Compile the above documents into a **single PDF**, clearly labelling each section, and upload below.

*Project budget detail is optional if information is redundant to Budget Summary form.

Supporting Documents*
File Size Limit: 4 MB

Instructions for Project Photos & Illustrations

If you have photos or illustrations depicting your project, please upload them here. Please note that **photos are required for architectural projects** and optional but appreciated for other project types.

Photo 1
File Size Limit: 8 MB

Photo 2
File Size Limit: 8 MB

Photo 3
File Size Limit: 8 MB

Fiscal Sponsor Information

For applications with a fiscal sponsor arrangement, please provide some additional information about the sponsoring organization.

Please note that some items in this section are read-only and populated with responses provided in your LOI submission. These items appear for reference.

Fiscal Sponsor Organization Name
Character Limit: 250

Primary Contact for Fiscal Sponsor Organization
Provide the name of the primary point of contact for this application at the fiscal sponsor organization.
Character Limit: 150

Role for Fiscal Sponsor Primary Contact
What is the role or job title of the primary point of contact at the sponsoring organization?
Character Limit: 150

Email for Fiscal Sponsor Primary Contact
Character Limit: 254

Phone Number for Fiscal Sponsor Primary Contact
Character Limit: 20

Additional Comments to Fiscal Sponsorship

If there are any other details pertaining to the fiscal sponsor arrangement you wish to share with reviewers, please do so here.

Character Limit: 250

Policy for Fiscal Sponsor Arrangements*

By submitting this application, I affirm that the named fiscal sponsor is an eligible 501(c)(3) designated organization prepared to sponsor this application and administer any funds that may be granted.

Choices

Yes