

**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

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 two 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

[ ]  Listing 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:** Click or tap here to enter text.

|  |  |
| --- | --- |
| **Physical Address:** Click or tap here to enter text. | **City:** Click or tap here to enter text. |
| **City Population:** Click or tap here to enter text. | **Zip:** Click or tap here to enter text. |
| **County:** Click or tap here to enter text. | **County Population:** Click or tap here to enter text. |
| **Telephone:** Click or tap here to enter text. | **EIN:** Click or tap here to enter text. |

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

 *(Facebook, Instagram, Twitter, LinkedIn)*

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| Click or tap here to enter text. |

1. **Grant contact:** Click or tap here to enter text. **Contact phone number:** Click or tap here to enter text.

**Contact email address:** Click or tap here to enter text.

**Contact mailing address *(if different from physical address)*:** Click or tap here to enter text.

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

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| Click or tap here to enter text. |

1. **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*](https://texashistoricalfoundation.org/how-to-give/join-us.html)

**INSTITUTIONAL INFORMATION**

|  |  |
| --- | --- |
| **Annual attendance:** Click or tap here to enter text. | **Number served by project:** Click or tap here to enter text. |
| **Number of days per week open to the public:** Click or tap here to enter text. | **Year opened:** Click or tap here to enter text. |

**Number of paid staff members: Full time:** Click or tap here to enter text.

**Part time:** Click or tap here to enter text.

**Number of volunteers:** Click or tap here to enter text.

**PROJECT INFORMATION**

1. **A. Give a brief description of the project and** **explain how THF grant funds will be applied to the project budget.**

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| Click or tap here to enter text. |

**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*](https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf)*)*

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| Click or tap here to enter text. |

1. **How will this project relate to Texas Historical Foundation’s mission?**

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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

1. **What is the project timeline and anticipated completion date?**

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| --- |
| Click or tap here to enter text. |

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

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| --- |
| **Name of group/organization:** Click or tap here to enter text. |
| **Description of role or function:** Click or tap here to enter text. |

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| **Name of group/organization:** Click or tap here to enter text. |
| **Description of role or function:** Click or tap here to enter text. |

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| **Name of group/organization:** Click or tap here to enter text. |
| **Description of role or function:** Click or tap here to enter text. |

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

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| --- | --- |
| **Name of consultant/contractor:** | Click or tap here to enter text. |
| **Description of role or function:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of consultant/contractor:** | Click or tap here to enter text. |
| **Description of role or function:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of consultant/contractor:** | Click or tap here to enter text. |
| **Description of role or function:** | Click or tap here to enter text. |

1. **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:**

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| --- | --- | --- |
|  **Year** | **Amount Received** | **THF funding was applied to:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**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.*

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| --- | --- | --- |
|  **Year** | **Amount received** | **Brief description of project or event** |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. **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**

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

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| Click or tap here to enter text. |

1. **How will THF’s support be acknowledged?**

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| Click or tap here to enter text. |

**FINANCIAL INFORMATION**

**\*\*Please complete the THF Budget Summary (submit on one page only).**

**This document must be completed even when providing a detailed budget.**

1. **Total cost of project:** Click or tap here to enter text.
2. **Amount requested from Texas Historical Foundation:** Click or tap here to enter text.

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

1. **Matching funds (if applicable)** Click or tap here to enter text.

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

**Name/Signature:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**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*

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| --- | --- | --- | --- |
|   | **Cost Sharing** |  |  |
| **Project Description:** | **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 |  |  |  |  |
| **Other:** Please list any expenses that do not fit within the above categories. |  |  |  |  |
| 13.  |  |  |  |  |
| 14.  |  |  |  |  |
| 15.  |  |  |  |  |
| 16.  |  |  |  |  |
| 17.  |  |  |  |  |
| 18. |  |  |  |  |
| **Total Projected Costs\*** |  |  |  |  |