



Austin History Center (AHC) Project Feasibility Form

This Project Feasibility Form is a requirement of the Austin Public Library (APL) department.

This form is intended for Heritage Preservation Grant applicants requesting to curate exhibits or programs in the newly renovated John Henry Faulk building (800 Guadalupe) and the Austin History Center building (810 Guadalupe) on the Austin History Center (AHC) campus.

The Feasibility Form provides the AHC and Austin Public Library (APL) with essential project details to ensure proposed grant-funded projects align with APL goals and support community priorities. Space and capacity at the AHC campus is limited, and AHC staff manage multiple scheduling commitments for internal programs, community events, and emerging projects for on the campus.

The information collected through this form allows APL and the AHC Review Team to assess, research and determine the feasibility of the proposed project.

IMPORTANT:

- This AHC Project Feasibility Form is not the ACME Heritage Preservation Grant application. It is the first step to confirm proposed projects are feasible with minimal support from APL, in alignment with APL goals, and meets community priorities, which is an eligibility requirement at the Austin History Center.
- If the AHC Project Feasibility Form is approved by APL, then your organization may submit the full Heritage Preservation Grant application through the designated grant portal to be considered for funding.
- If the AHC Project Feasibility Form is not approved by APL, then AHC is not able to host your proposed project during this funding cycle.

INSTRUCTIONS:

1. Complete this **fillable PDF AHC Project Feasibility Form** for your proposed project.
2. Send the completed form directly to the AHC Division Manager, Jennifer Chenoweth, at **Jennifer.Chenoweth@austintexas.gov** a minimum of 10 working days prior to the final deadline for Heritage Preservation Grants. Forms submitted after that date may not be eligible for review.

If you have questions about this form or its content, please reach out to Jennifer Chenoweth at Jennifer.Chenoweth@austintexas.gov.

Your Organization's Name:

Contact Name for Project Proposal:

Contact Email:

Contact Phone:



Project Proposal:

In response to the **Austin's Archives and You Survey (2025)**, priority will be given to exhibit proposals that center the histories of Austin's Black and African American communities. While proposals highlighting other underrepresented community histories are welcome and will be considered, projects aligning with the community-requested focus on African American communities will receive weighted preference during the feasibility review. The Austin History Center invites exhibit proposals grounded in archival research, historical interpretation and storytelling. The following information is needed for APL to review the project and ensure alignment with the department and community needs and goals. Please provide a detailed, concise description for each prompt.

If your project is for another topic in Austin's history, please request a copy of the **Austin's Archives and You Survey Report from Spring 2026** so that you may learn from our community's priorities and align your application accordingly.

Project Description:

Have you been in contact with anyone from APL or AHC on this project proposal? If yes, please provide their name(s):

Desired Location:

John Henry Faulk Building (800 Guadalupe): Best suited for larger, modern immersive exhibits requiring flexible gallery space

Austin History Center Building (810 Guadalupe): Best suited for traditional, archival-heavy displays utilizing historic display cases and cabinets within a landmark setting



Which choice below best describes the current phase of the project you're proposing?

Idea

Event / Install Ready

Concept Ready for Research

Content Ready for Design

Explain how the proposed exhibit will integrate historical documents and help viewers access and interpret archival materials related to underrepresented communities.

Describe at least one previous project in which you used AHC materials or materials from another archive to highlight untold/undertold community stories.

Explain how the exhibit relies on AHC collections and balances strong visual engagement with interpretive rigor.



Provide examples of the specific AHC collections your project will use.

Desired Project Timeline:

A successful project relies on marketing and materials, plus compensates partners, collaborators, and contractors from local community. Please describe your project budget.

Community Engagement and Promotion

Describe strategies to increase public awareness and visibility of the exhibit, its programs, and the Austin History Center's collections. Explain how the exhibit will invite, encourage, and support meaningful community interaction with the exhibit and its themes.



Describe the public engagement programs you are planning, and how activities will encourage discovery, learning, reflection, and community connection with the exhibit.

Which local heritage organizations and leaders will you consult and include in programming and peer review?

How will you market this project to visitors and tourists?

Project Design and Management Plan

The project manager should be Austin-based, familiar with the AHC collections, and have experience using archives for past projects. Please provide the following information to help the Review Team to understand the design, scope, and local focus of the project.

Describe your team, including the Project Manager's experience in this role.



Describe each phase of the project and team roles during each phase.

Please describe your expectations of the Austin History Center staff for support in each phase of the project, including research, consulting, peer review, image reproductions, facility logistics, event support, etc. *Staff cannot conduct research or write exhibit text for your project.*

Will you hire a professional exhibit specialist or fabricator who you can contract to build and install your exhibit or will you be requesting AHC reproduction, printing, and fabrication services?



Alignment with Citywide Goals

Austin Public Library’s vision is to be a model of equity, inclusion, access, and diversity. APL’s mission is to inspire all to discover, learn, and create. The Austin History Center's mission is to procure, preserve, present, and provide the historical records that make up Austin's unique story. This section assists APL and the Review Team to understand how the project proposal aligns with APL and AHC’s vision and mission.

How does this project align with APL’s vision and mission and AHC’s mission?

How does the community benefit from this project?

How will your organization measure the success of this project, if approved?

I agree to follow AHC's policies on space usage and exhibit guidelines as provided by AHC staff.

I agree to share marketing plans for my project with AHC staff and I will follow guidelines provided by APL.