

# Heritage Preservation Grant Readiness Checklist

This Grant Readiness Checklist is designed to help organizations and businesses prepare to apply for the Heritage Preservation Grant. The tool ensures you have gathered all the required information and documentation before beginning the application process. For more information on Austin Arts, Culture, Music and Entertainment Grant Funding and the **Heritage Preservation Grant Application** visit <https://www.austintexas.gov/heritage-preservation-grant>.

See [Fillable Capital Improvement Projects - Heritage Preservation Grant Application](#) for additional details.

See [Fillable Heritage Events - Heritage Preservation Grant Application](#) for additional details.

**This Grant Checklist is created and maintained by the City of Austin.**

ORGANIZATION / COMPANY ELIGIBILITY	
<input type="checkbox"/>	Confirm organization type meets Heritage Preservation Grant requirements ( <a href="#">See AACME Funding Programs Guideline Eligibility at-a-Glance</a> )
<input type="checkbox"/>	Review and confirm Heritage Preservation Grant project eligibility ( <a href="#">See AACME Funding Programs Guidelines</a> )
<input type="checkbox"/>	Lead Applicant: (Authorized Signatory) Name, title, and contact information
<input type="checkbox"/>	Lead Applicant must reside in Austin MSA ( <a href="#">Austin-Round Rock Metropolitan Statistical Area</a> )
<input type="checkbox"/>	Verify organization/company is in good standing with the City of Austin
<input type="checkbox"/>	Provide legal name and DBA (Doing Business As)
<input type="checkbox"/>	Indicate <a href="#">City Council District</a> or <a href="#">Extraterritorial Jurisdiction (ETJ)</a> for historic project site, Lead Applicant, and organization/business
<input type="checkbox"/>	Review past grant history to confirm eligibility for reapplication
<input type="checkbox"/>	Confirm project will take place at a historic site that is open to the public
FINANCIAL AND TAX	
<input type="checkbox"/>	Detailed project budget table and description of the how funds will be spent
<input type="checkbox"/>	<a href="#">IRS Employer Identification Number</a> (EIN)
<input type="checkbox"/>	Proof of <a href="#">501 (c)(3) nonprofit status</a>
<input type="checkbox"/>	One complete bid package – including architect, contractor and vendors (for capital projects)
PROJECT/PROGRAM APPLICATION DEVELOPMENT	
<input type="checkbox"/>	Description of the location and its past and current uses (for heritage events)
<input type="checkbox"/>	Partners and collaborators
<input type="checkbox"/>	History, significance, and untold stories associated project/program
<input type="checkbox"/>	Historic project address
<input type="checkbox"/>	Introduction statement (video or narrative)
<input type="checkbox"/>	Impact of project/program
<input type="checkbox"/>	Description of the project management team
<input type="checkbox"/>	Past tourism, storytelling, marketing/advertising, audience development, and measured impact
<input type="checkbox"/>	Adherence to historic design standards and project urgency (for capital projects)

## REQUIRED DOCUMENTS

- ☐ 501(c)(3) IRS determination letter (for nonprofit)
- ☐ Most recent IRS Form 990 filings (for nonprofit)
- ☐ City department pre-approval for projects on City property (for capital projects)
- ☐ Detailed project budget table with cost estimates
- ☐ Historic documentation (historic designation, photographs, narrative, maps, etc.)
- ☐ Past marketing and tourism-related documentation
- ☐ Two years of operating experience in Austin / MSA
- ☐ One complete bid package – including architect, contractor, and vendors (for capital projects)
- ☐ Ownership authorization (for capital projects)
- ☐ Preservation plan, historic structure report, engineering report, if available (for capital projects)

## APPLICATION MATERIALS

- ☐ Completed application form (all fields)
- ☐ High-quality photos, maps, or architectural plans (if applicable)
- ☐ Any required attachments formatted correctly (PDF)

## ADMINISTRATIVE PREPARATION

- ☐ Review the guidelines and application carefully
- ☐ Utilize the Heritage Preservation Grant [Historic Designation Verification Resources](#)
- ☐ Plan for application review and approval by leadership, owner, or board (if applicable)
- ☐ Optional: Demographics of primary audience

## FINAL REVIEW

- ☐ Proofread application for accuracy, clarity, and completeness
- ☐ Ensure all attachments are included and correctly labeled
- ☐ Ensure character limits are followed
- ☐ Confirm alignment between budget, narrative, and preservation project goals
- ☐ Confirm the project or program market the site's history to tourists
- ☐ Submit the application before 6:59 p.m. on December 11, 2025