

Heritage Preservation Grant Readiness Checklist

This Grant Readiness Checklist is a tool for ensuring that an organization or business is prepared to apply for the Heritage Preservation Grant. The checklist serves as a tool to ensure you have all the necessary information and documentation in place. For more information on the Heritage Preservation Grant **Guidelines, Scoring Rubric, or Application** refer to <https://www.austintexas.gov/heritage-preservation-grant>.

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

Organization / Business Background

- Organization/Business address, phone number, and website
- Legal name or DBA of organization/business, year established
- Number of full-time or part-time employees and volunteers
- Board of Directors/CEO contact information
- Demographics and race/ethnicity of CEO, Owners, Board
- Austin City Council District (of historic site)

Financial and Tax

- City of Austin Registered Vendor Number
- City of Austin Registered Vendor Name and Address
- Employer/Tax ID Number (EIN)
- Tax Exempt Status Letter
- Previous and current funds received from: Heritage Tourism (EDD and PARD), Cultural Arts and Music & Entertainment (EDD)

Project / Program

- Project title (300 characters), Example: 'Historic Property Name_ Brief Project Description';
- Historic site location address;
- History and significance of historic building or site (history, architecture, and cultural significance);
- Historic site Council District Number;
- Lien history;
- Evidenced historic designation type or determination of eligibility at the local, state, or national level;
- Historic site listing in the East Austin Historic Survey (www.austintexas.gov/page/historic-survey);
- Preservation-related work description and how funds will be used. Description should coincide with bids;
- Threat or endangerment to property, site, or collection by damage or destruction;
- Long-Range preservation goals (for capital and planning projects only);
- How does the project demonstrate commitment to diversity, equity, and inclusion of historically underserved and underrepresented communities through programming, marketing, administration, or other means (educational and marketing proposals only);
- Site history marketing strategies, advertisement placements, and performance measures to attract new and diverse audiences, tourists and hotel guests;

- Collaborating partners and how the partnership will reflect community voice, values, and participation in the tourism-centered proposal to help increase and diversify audience and tourism participation;
- Specialized accommodations and/or programming for individuals with disabilities that is intended at the historic project site or with proposed activities.

Complete Project Management, Budget and Bids

- All project proposals must market and advertise to tourists. Project budget may need to accommodate for the additional cost of satisfying this requirement.
- Completed and detailed project budget and bids. Proposed projects must include external contractor, subcontractor, and/or vendors selected to accomplish preservation project needs. Proposals with no or single project bids will not be accepted.
- Bids must detail how the project will meet the Secretary of Interior's Standards for the Treatment of Historic Properties and the proposed materials that will be used for capital project proposals.
- Bids must include contractor, subcontractor, and/or vendor bios, resumes, website, qualifications, and relevant experience.
- Designate a project contact, who is responsible for the project timeline, deliverables, contract compliance, reports, and invoicing.
- Designate the authorizing official with the authority to sign contracts and to enter into agreements with the City on behalf of the applicant organization.
- Funding is project specific and does not support administrative fees or salaries beyond the optional Project Management allowance. Funding cannot coincide with same or like Hotel Occupancy Tax Funded grants. Project management fees are permitted for Capital and Educational Projects only.

Required Application Documentation

Approved Historic Designation Documentation or Determination of Eligibility

Determination from the City of Austin Historic Preservation Office, the Texas Historical Commission or the National Park Service should be provided. Historic marker documentation only does not meet the eligibility requirement.

Historic Property Site Records

May include historic photograph(s), records related to date of construction, overview of the property including physical changes, biographies of related significant persons, historic maps or plans, information on the architect or other documentation as appropriate to clearly explain the project (especially where restoration, alterations, changes, and/or improvements are planned). See a list of [historic research resources here](#).

Owner Authorization Form

The form must be signed by the non-residential (private) historic parcel owner. Download and have the Owner Authorization Form signed, then upload it as an attachment with your application.

Approved Community Activated Park Project (CAPP) Review

Forms must be reviewed and approved by the Austin Parks and Recreation Department, if the contributing project site occurs on historic designated city-owned parkland and the proposal meets the CAPP Guidelines.

Demonstrated two years of operating experience in Austin

May include screenshots of marketing materials promoting the historic location(s).

Detailed Project Bids and Budget Proposal

Detailed and thorough project bid proposals from each outside contractor, subcontractor and vendors that will support the project along with bios, resume, and website. Information should be submitted as single PDF. For Capital Projects, the bid should detail how the proposed work meets the [Secretary of Interior's Standards for the Treatment of Historic Properties](#), including the types of materials that will be used.