TEXAS HISTORICAL COMMISSION

TEXAS PRESERVATION TRUST FUND

GRANT PROGRAM APPLICATION GUIDE

FISCAL YEAR 2023

Preservation projects funded by the Texas Preservation Trust Fund grant program.

San Agustín Cathedral clock tower and interior views of bells in Laredo, Webb County. Courtesy Abel City.

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COVER, clockwise from top left: Bassett Farms in Kosse, Limestone and Falls Counties, The Alexandria Project in Val Verde County, Texas Purple Hull Pea Festival Youth Archeology Workshop in Burkeville, Newton County, and Mission San José in San Antonio, Bexar County.

INTRODUCTION

Texans have inherited a wide array of historic architecture and archeological sites that reflect the diversity of all those who have called Texas home. The most serious problem facing historic preservation in the state is the rapid deterioration and destruction of thousands of Texas' historic and pre-historic sites. To meet this challenge, the 71st Texas Legislature established the Texas Preservation Trust Fund (TPTF) in 1989. The fund is currently managed by the Texas Treasury Safekeeping Trust Company. TPTF investment earnings are distributed as matching grants to qualified applicants for the acquisition, survey, restoration, preservation, or for the planning and educational activities leading to the preservation of historic architectural and archeological properties and associated collections of the State of Texas. Competitive grants are awarded on a one-to-one match basis and are paid as reimbursement of eligible expenses incurred during the project.

Applications are available each fiscal year. There are two steps in the grant application process. First, all applicants are required to submit brief application forms for the Texas Historical Commission (THC) to review prior to each year's deadline. The THC will select the highest-priority projects from the initial applications and invite those applicants to move forward to the second step. These applicants will then continue the process by submitting detailed project proposals and budgets. Full project proposals will be considered by the THC for grant awards as per the grant cycle calendar.

The THC has established a policy that addresses caps on the number of grants to a specific property, sets a minimum score to receive funding, and establishes a policy for courthouses and private residences. Please see Section 3 for further details on the new program policy.

SECTION 1: SUBMISSION

To submit the application, send it via email using the below guidelines. The application must be received by the THC no later than 5 p.m. on Monday, February 7, 2022.

Email: tptfgrant@thc.texas.gov

Submit only one email with all the required documentation. Do not send the application to any other THC email address—it will not be considered. The subject line should read "TPTF FY 2023 Grant Application" and have ONLY the following attachments:

1) Completed application form and narrative template.

2) Required digital photographs, as described in Section 4: Photograph/Image Requirements.

3) Except for Heritage Education Projects, provide a map indicating the location of the proposed project. The map can be a street map or topographical map, as appropriate depending on the type of resource.

NOTE: A confirmation email will be sent upon receipt of the application by email. If you do not receive a confirmation email within 24 hours, please contact Lisa Harvell immediately at lisa.harvell@thc.texas.gov or 512-463-6047.

IMPORTANT REMINDERS:

- **Use the current fiscal year 2023 application form.** Forms from previous years are considered ineligible for funding. Applications that do not contain all the required information or do not follow the specified format are also considered ineligible for funding. Do not attach additional pages describing the project.

- **Faxed applications will be considered incomplete and are ineligible for funding.**

- **$248,625 is the total amount available for the fiscal year 2023 grant cycle.** The THC anticipates grant awards to be in the $10,000–$30,000 range. If you can demonstrate a positive impact from a project under $10,000, please consider submitting it for consideration.

- Grant applications are scored in four areas: endangerment, significance, project viability, and special considerations.

- Projects showing administrative fees and/or indirect costs that exceed 15 percent of the total project cost will not be awarded in the absence of a persuasive explanation showing unique circumstances. The explanation will need to include whether the consultant or contractor uses a multiplier for their services in order to cover the administrative fees and/or indirect cost.
- The THC encourages applications for projects that involve properties, sites, or collections that address issues of ethnic diversity and other historically underserved subjects, groups, and property types.
- Prior grant awards must be complete, or an applicant must demonstrate good progress on an active grant in order to apply in subsequent grant cycles.
- **Project reviewer contact information can be found on the Contacts by County chart: thc.texas.gov/contact**. See Section 8: Questions for additional staff contact information.

SECTION 2: GRANT TIMETABLE

JANUARY 17, 2022

Deadline to request a preliminary review of grant application.
Please email the draft application to your project reviewer. Project reviewer contact information can be found on the Contacts by County chart at thc.texas.gov/contact.

FEBRUARY 7, 2022

Deadline for Texas Historical Commission to receive applications.
Completed grant applications must be received in THC offices **no later than 5 p.m. on Monday, February 7, 2022.**

APRIL 7, 2022

THC sends project manuals to invite selected applicants to submit a detailed project proposal.

JULY 13, 2022

Deadline for THC to receive project proposals.
Completed project proposals must be received in THC offices **no later than 5 p.m. on Wednesday, July 13, 2022.**

SEPTEMBER OR OCTOBER 2022

Texas Preservation Trust Fund (TPTF) Advisory Board Meeting. Date to be finalized.
Public meeting of the TPTF Advisory Board is held to discuss the initial ranking of fiscal year 2023 project proposals.

OCTOBER 27–28, 2022

Texas Historical Commission Quarterly Meeting (tentative).
Public meeting of the THC to consider project proposals and final grant awards.

NOVEMBER 2022

FY 2023 TPTF project proposal applicants notified of final grant awards. The selected grant recipients are invited to proceed through the TPTF process and must comply with TPTF policies and procedures. Recipients will be required to sign a funding agreement committing to carrying out the project in conformance with these guidelines. Project work is expected to begin within 90 days of an executed funding agreement and assigned project start date.

JUNE 28, 2024

Deadline to incur reimbursable project expenses for funded projects, make final application for payment, and submit the project completion report.

SECTION 3: COMPLETING THE GRANT APPLICATION FORM

GRANT PROGRAM POLICY

1. **Multiple Grant Request:** An applicant may submit no more than one application per grant cycle. The same eligible property or project may receive no more than two consecutive grants and no more than three grants within the span of five grant cycles. "Eligible property or project" is defined in the Texas Administrative Code, Title 13, Part 2, Chapter 17, Texas Preservation Trust Fund, Rule § 17.1 (j) and as used herein relates to a single historic property or collection of related historic properties, such as a college campus; a site, such as an archeological site; a collection of artifacts; or an event, including reoccurring annual events. Different scopes of work at the same historic property will be considered the same project. "Grant cycle" refers to non-emergency grant cycles only, and emergency grants will not be counted in considering whether a project is eligible to apply for funding. Prior grant awards must be complete, or an applicant must demonstrate good progress on an active grant in order to apply in subsequent grant cycles. Funds earmarked for a particular project are not subject to these limitations.

2. **Minimum Score:** An overall project proposal score of 73 points or higher out of 110 points is the funding cutoff for grants in the FY 2023 and subsequent grant rounds. Grant applications that receive a score below this threshold will not be recommended for funding. Applications receiving this score or higher are not guaranteed to receive a grant due to limitations on the amount of funding available. See Section 5 for a detailed description of the scoring criteria.

3. **Courthouses: Courthouses eligible to participate in the Texas Historic Courthouse Preservation Program (THCPP) program are ineligible to apply for TPTF funding.** To be eligible to participate in the THCPP program, a building must serve or have served as a county courthouse, be owned by county or city government, be at least 50 years of age or certified as worthy of preservation, and have a current master plan approved by the THC to which grant funding would relate. In emergency situations, courthouses eligible for THCPP grants may apply for TPTF grants when the timing is more advantageous to address the emergency. Courthouses that do not yet have approved master plans may apply for TPTF grants for projects other than preparation of a master plan. Former county courthouses in private or nonprofit ownership remain eligible to apply for TPTF grants.

4. **Private Residences:** While private property owners are eligible to apply for grant funds, public benefit (such as open access and public use of the property) is a key consideration in grant scoring as part of the Project Viability category. See Sections 5 and 6 below for more information on the scoring criteria and other THC programs that may be available.

APPLICANT INFORMATION

Eligibility requirements to receive grant assistance: Preservation grants can be made to any public or private entity that is the owner, manager, lessee, maintainer, or potential purchaser of an eligible property, or any public or private entity whose purpose includes historic preservation.

PROJECT INFORMATION

Check only one box on the application form for the grant type requested. The categories are defined below:

ARCHEOLOGY

- **Acquisition:** Funding to acquire absolute ownership of eligible threatened archeological resources; may include the purchase price of the property and related costs, such as appraisal fees, closing costs, survey fees, and other professional fees if approved by the THC. Please note that acquisition cannot take place prior to the grant award and execution of a funding agreement.

- **Curatorial:** Funding for professional inventory and/or rehabilitation of state-associated held-in-trust archeological collections (such as conservation, processing, cataloging, and collections housing improvements) acquired as a result of cultural resource management projects conducted before 1990. Held-in-trust collections refer to those state-associated collections under the authority of the THC that are placed in a curatorial facility for their care and management.

- **Development (Preservation):** Funding for stabilization or repair of man-made or natural damage sustained at an archeological site, or for protective measures such as fencing or signage.

- **Planning:** Funding for professional archeological surveys or site investigations, with the subsequent analysis and reporting of results to address specific, significant archeological research issues and assessment needs, and aid in archeological site planning and preservation. Eligible projects are "non-regulatory," meaning that they are not a part of a state or federal project requiring survey or site investigations. Funding may also be available for the production of an archeological report (again, non-regulatory) that explicitly aids archeological site planning and preservation.

ARCHITECTURE

- **Acquisition:** Funding to acquire absolute ownership of eligible threatened historic architectural resources; may include purchase price of the property and related costs such as appraisal fees, closing costs, survey fees, and other professional fees if approved by the THC. Please note that acquisition cannot take place prior to the grant award and execution of a funding agreement.

- **Development:** Funding for preservation, restoration, rehabilitation, or reconstruction of a building or structure, as defined by *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, 2017. Reimbursable costs include professional fees to supervise construction and the THC-approved costs of construction and related expenses.

- **Planning:** Funding for preparation of property-specific historic structure reports, historic or cultural resource reports, preservation plans, maintenance studies, local and regional preservation plans, architectural plans and specifications, and/or feasibility studies.

- **Historic Resource Survey:** Funding for a professional survey and report on multiple historic properties for planning purposes leading to historic designations, preservation ordinances, etc. Please submit one map of survey area.

HERITAGE EDUCATION

Heritage education preservation grants can be awarded for projects that involve training and education of individuals and organizations about historic resources and proven preservation techniques. Examples of eligible heritage education grant projects include:

- **Curriculum development and educator workshops:**
  - Development/presentation of preservation-related curriculum for school-aged youth
  - Development/presentation of professional educator workshops on preservation-related content

- **Local or regional community heritage events:**
  - Development/presentation of general preservation-related training opportunities
  - Development/presentation of interactive preservation field school opportunities

- **Print/Digital Publications and Resources:**
  - Historic sites Interpretive Master Plans
  - Historic district/county history publication(s) that include historic site location(s) data and cultural history documentation
  - Regional guides for publicly accessible archeological sites and/or museum archeological exhibits
  - Enhanced/extended online curriculum resources and activities for school-aged youth and educators

PROJECT/PROPERTY INFORMATION

Projects including buildings/structures, landscapes, archeological sites, or collections associated with archeological sites must have, or be determined eligible for, one of the following historic designations to qualify for funding: National Register of Historic Places, Recorded Texas Historic Landmark, State Antiquities Landmark, or Held-in-Trust Collection. For more details, please visit the Projects and Programs page on our website at thc.texas.gov/preserve/projects-and-programs/national-register-historic-places. For questions about designations and determining eligibility, please contact the History Programs Division at 512-463-5853.

FUNDING REQUEST

Indicate the cost of the phase of the project for which grant funding is sought. Depending on the scope of the project, this may be the total project cost or a portion/phase of a larger project. If the latter, indicate the entire project cost and describe any work completed to date in **the project description section or Questions 3–4**. Indicate the amount of funding requested (no more than half of the cost of the phase for which funding is sought) and the amount of cash currently available to match the requested grant funds.

PROJECT NARRATIVE TEMPLATE

- Respond to all questions in the narrative template describing the specific project work to be undertaken, including the condition and significance of the property or historic resources and why it is urgent that this project be funded at this time. Education applicants should identify the target audience, uniqueness and importance of the subject matter, and the effectiveness of the project to educate the audience. All applicants should describe the organizations, professionals, and partners involved in the project. When appropriate, the project's relationship to other preservation efforts should be explained, including local, regional or statewide planning, as well as how the project addresses issues of diversity or historically underserved communities and resources. Applicants should demonstrate the viability of their project, including finances and experience with similar or related projects. Applicants may also describe any other factors they wish to be considered.

- Grant applications are scored in four areas: endangerment, significance, project viability, and special considerations. See Section 5 for detailed information on the grant application scoring criteria.

ACKNOWLEDGEMENTS

- One electronic copy of the request must be received via email to tptfgrant@thc.texas.gov or by USPS mail, UPS, FedEx, hand delivered, etc. by the THC no later than the final deadline of 5 p.m., February 7, 2022.

- **Eligible Matches for Grant Funding:** To be eligible for grant assistance, applicants must provide a minimum of $1 in cash to match each state dollar of approved project costs. For every $2 spent, $1 is reimbursed, up to the grant amount. For selected applications, **the match must be available at the time of project proposal submission (July 13, 2022). The grant amount will be reimbursed only after approved costs have been expended and documented as required. Be aware that since this is a reimbursement grant, you may need to obtain a loan or other interim funding to pay bills until reimbursed by the state.** Please note that funding from other THC grant programs, such as Certified Local Government grants, may not be used as a match for TPTF grant funds. See Section 6 for additional information.

- Commencement of grant-funded work **may not begin** PRIOR to the approval of the project proposal, final grant award, and executed funding agreement. By execution of the funding agreement, the grant recipient commits to carry out the project in conformance with the program requirements, approved scope of work, and the procedures of the project manual. Within 60 days of receipt, the grant recipient should sign the agreement and transmit the document to the THC for their signature.

- **Easement:** Upon final award of grant, all development and archeological planning project owners will be required to convey an easement, in a format acceptable to the THC, to ensure the long-term preservation of the grant-assisted property. The easement must be recorded with the county clerk's office and be enforceable by the State of Texas. However, an easement will not be required if an archeological site is currently designated a State Antiquities Landmark (SAL). Recipients may apply for SAL status in lieu of granting an easement, but the property or site nomination application must be received by the THC with the project proposal, and the property must be designated prior to submission of the first reimbursement request. Easements are required for architecture development grants regardless of SAL designation status.

- Duration of the required easement will be based on the cumulative amount of grant assistance as follows, beginning with the project start date given by the THC:

AMOUNT OF GRANT	DURATION OF EASEMENT
Less than $10,000	10 years
$10,001–$30,000	15 years
$30,001–$50,000	20 years
Greater than $50,000	30 years

- **Owner of the property:** If the applicant is not the owner of the historic property, t**hen the owner must both be aware of the application and also agree to follow all rules and conditions of the THC** that are required for receipt of funds for development or planning projects.

SECTION 4: PHOTOGRAPHIC/IMAGE REQUIREMENTS

All photographs must be submitted digitally for the application to be eligible. Digital image files should be saved as .JPG files. If emailing your application, please verify that the image sizes are at least 1200 x 1600 pixels and no larger than 1mb (megabyte). It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail. **The file name for each image should be county_project name_view (county_projectname_view.jpg).**

- **Architecture applications:** Include four recent color digital images of the property showing each exterior side. Also provide up to 10 digital images focusing on the issues specified in the project description. For buildings with no historic designations, provide up to three historic photographs.

- **Historic Resource Survey applications:** Include at least 10 color digital images of streetscapes representing the survey area and digital map of the area.

- **Archeology applications:** Include four recent color digital images of the property showing the overall site environment and any key features, noting the direction of each image if it is an archeological site or project area. Also, provide up to 10 digital images focusing on the issues mentioned in the project description.

- **Archeology curatorial:** Include four recent color digital images depicting a sampling of endangered collections. Also provide up to 10 digital images focusing on the issues mentioned in the project description.

- **Education:** Include up to 10 color digital images of the historic resources related to the project, samples of previously produced education publications/projects, or a mockup of the proposed project outcome.

SECTION 5: GRANT APPLICATION SCORING CRITERIA

THC staff will consider the following criteria in scoring the grant applications. The application narrative template asks specific questions that correspond to the scoring criteria.

ENDANGERMENT: 30 POINTS POSSIBLE

Architecture, Archeology, and Archeology Curatorial Projects: The 0–30 sliding points are based on the following endangerment factors:

1) The current threat to the property, district, site, or state held-in-trust archeological collection. Is the property, site, or collection currently threatened by damage/destruction? Is it likely to be within 1 to 5+ years? Have threats been identified? Consider the urgency or immediacy of the threat. In the case of curatorial projects, level of endangerment may include the lack of appropriate conservation measures, housing, packaging, and inventories.

2) How appropriately does the project address endangerment issue(s) as per *The Secretary of the Interior's Standards and Guidelines* for the appropriate discipline or the requirements of the state Curatorial Facility Certification Program?

Education Projects: The 0–30 sliding points are based on the following urgency factors:

1) Audience: The project represents an audience whose stories have been historically underrepresented by preservation education.

2) Issue: The project represents a unique, diverse, or historically underrepresented property and/or preservation issue.

3) Importance: The project represents a subject-matter issue that is significant to a historically underrepresented audience.

SIGNIFICANCE: 30 POINTS POSSIBLE

Architecture Projects: The first 0–15 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

1) Local significance: 5 points

2) State significance: 10 points

3) National significance: 15 points

The remaining 15 points of 30 for significance is a sliding 0–15 points, based upon such factors as the rarity of the resource, building type, materials, importance to the community or district, and remaining historic or architectural integrity.

Archeology/Curatorial Collection Projects: The first 0–15 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

1) Local significance: 5 points

2) State significance: 10 points

3) National significance: 15 points

The remaining 15 points of the 30 for significance is a sliding 0–15 points, based upon these four State Antiquities Landmark criteria:

1) Site/collection has potential to contribute to a better understanding of the prehistory and/or history of Texas by the addition of new and important information.

2) Site/collection deposits and the artifacts within the site are preserved and intact, thereby supporting the research potential or preservation interest of the site.

3) Site/collection possesses unique or rare attributes concerning Texas prehistory and/or history.

4) Site/collection study offers opportunity to test theories, and methods of preservation, thereby contributing to new scientific knowledge.

Education Projects: The 0–30 sliding points are based on the following significance factors:

1) Relevance: The project has the potential to be relevant to other groups in the represented community or to a broader general community.

2) Publicity: The project includes a clear strategy for effectively implementing state and national publicity efforts.

3) Outcomes: The project includes a clear strategy for applying clear and measurable evaluation criteria to determine project effectiveness.

PROJECT VIABILITY: 30 POINTS POSSIBLE

All project types: The 0–30 sliding points are based on the following factors:

1) Have the organizations, professionals, and partners been identified? Consider their qualifications and ability to assist or execute the project. Has the applicant demonstrated the viability of their project, including finances and experience with similar or related projects?

2) What is the public benefit of the project?

3) Has the relationship of the project to other preservation efforts been identified, including local, regional, or statewide preservation planning initiatives? Does the project support those efforts?

SPECIAL CONSIDERATIONS: 10 POINTS POSSIBLE

All project types: The 0–10 sliding points are based on other factors that are not considered in the above scoring criteria, such as the relationship to other agency programs and initiatives, project would enhance the agency's ability to carry out its mission, geographic distribution, exceptional rarity of the resource or project type (i.e. represents the only known remaining example), project presents a unique educational partnership opportunity, project addresses issues of diversity or historically underserved communities and resources, or the state held-in-trust archeological collection includes stabilization of fragile materials such as organic items, metal artifacts, and human remains. Survey projects, historic highway projects, and projects involving the identification and preservation of cultural landscapes are specifically identified in the statewide historic preservation plan to receive special consideration from this program.

SECTION 6: OTHER THC FUNDING OPPORTUNITIES

TThe THC offers other funding opportunities that may be available in addition to or in lieu of TPTF grant funds.

CERTIFIED LOCAL GOVERNMENT GRANTS

Certified Local Government (CLG) grants provide funding to city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. Grants are available to communities that have been certified by the National Park Service as CLGs prior to the time of their grant application. Grants may be awarded for similar scopes of work to TPTF, including historic resource survey, heritage education, architecture planning, and architecture development. For more information, visit thc.texas.gov/clg.

CLG grant funds may not be used as the match for a TPTF grant. However, the grants may be awarded concurrently for two separate scopes of work at the same property, or a large project may be accomplished by matching TPTF and CLG grants with other funds. When applicable, the relationship of the project to an existing or potential CLG grant should be reflected in the Project Description (see Section 3).

PRESERVATION TAX INCENTIVES

The Federal Historic Preservation Tax Incentives Program includes a 20 percent income tax credit for the rehabilitation of historic, income-producing buildings listed in the National Register of Historic Places. The Texas Historic Preservation Tax Credit Program offers a 25 percent tax credit for the rehabilitation of historic buildings listed in the National Register or designated as Recorded Texas Historic Landmarks or State Antiquities Landmarks. Both tax credits are available to businesses, and the Texas Historic Preservation Tax Credit Program is also available to nonprofits. Professional fees for architecture planning and most rehabilitation costs are eligible expenses. For more information, visit thc.texas.gov/taxcredits.

Projects with pending federal or state tax credit applications will be considered less competitive for TPTF funds. When applicable, anticipated tax credits should be mentioned in the Project Description (see Section 3).

TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM

Established in June 1999 by the Texas Legislature and Gov. George W. Bush, through House Bill 1341, the THCPP provides partial matching grants to Texas counties for the restoration of their historic county courthouses. The program awards three types of grants: *planning* grants for the county to produce architectural plans and specifications; *construction* grants for the county to undertake construction of some kind; and emergency grants to address issues endangering a historic courthouse or its occupants. The program awards planning and construction grants based upon the sum of scores assigned to 20 criteria, and emergency grants based primarily upon the score assigned to the endangerment category. For more information,, visit thc.texas.gov/thcpp.

SECTION 7: PROJECT PROPOSAL STAGE

This section is for informational purposes and only applies to applicants selected to proceed to the project proposal stage. Project proposal applicants will receive manuals for this stage describing in detail the requirements of the project proposal. In general, the following should be considered for the project proposal:

Once initial grant applications are selected to proceed to the project proposal stage, THC staff will confer with applicants to review the grant instruction manual for preparation of the project proposal. By July 13, 2022, selected applicants must submit detailed project proposals if they wish to proceed with their funding requests. All project proposals for acquisition, development, and planning must be consistent with preservation standards (Architecture: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings,* 2017; Archeology: *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, 1983, as appropriate; Curatorial: Consistent with standards outlined in the THC's Curatorial Facility Certification Program).

Project proposal applicants will be required to utilize a project professional (architect, archeologist, engineer, contractor, archeology curatorial specialist, qualified appraiser, education specialist, historian, etc.) to develop the project proposal. If selected for the final grant award, the project professional is expected to oversee the project work and produce the final completion report for the THC to review and approve.

Project proposals will require all the documents necessary to undertake the grant-funded work. For example, archeological development projects will need to have developed a complete research design as part of the proposal. Architectural development projects will require completed architectural plans and specifications that can be reviewed as part of the proposal. Archeological and architectural planning projects will require a detailed scope of work, proposal, and/or unsigned contract for professional services; these projects will need to have their professional teams on board so planning and design can begin shortly after the proposal is approved.

While each project may have a slightly different situation, projects selected for funding based on their project proposal will be expected to commence the grant-funded work soon after selection, the execution of funding agreements, contracts, and when applicable, preservation easements. It is anticipated that selected projects will be able to proceed with only minimal review, revisions, or additional approvals after the project proposal stage.

SECTION 8: QUESTIONS

Call the THC if you need assistance in completing the grant application form, or view the Contact by County chart at thc.texas.gov/contact for the Architecture and Archeology Divisions regional reviewer contacts.

Architecture Division
512-463-6094*

- Acquisition
- Development
- Planning

* Ask to speak with the regional reviewer for the county where the site/project is located.

History Programs Division
512-463-5853

- Heritage education (Linda Miller)
- Historic Resource Survey (Leslie Wolfenden)
- Historic designations (Greg Smith)
- Determining historical significance if no designation (Greg Smith)

Archeology Division
512-463-6096*

- Acquisition
- Curatorial (Maximilian Hall)
- Development
- Planning

* Ask to speak with the regional reviewer for the county where the site/project is located.

TEXAS PRESERVATION TRUST FUND FISCAL YEAR 2023 GRANT PROGRAM APPLICATION

Completed grant applications must be received by email in the THC offices no later than 5 p.m. on Monday, February 7, 2022. Please refer to the application guidelines, fill out completely, and use only the space provided below.

APPLICANT INFORMATION: Applicant		Owner (if different than applicant)	
Organization Name			
Contact Person			
Address			
City/State	Zip Code	City/State	Zip Code
Telephone Number		Telephone Number	
Email		Email	
Applicant Status	○ Political Subdivision/ Public Institution	○ Private Owner	○ 501(c)(3) Organization EIN:

PROJECT/PROPERTY INFORMATION		
Project/Property Name		
Address		
County	City	Zip Code
Date of building construction or significant period(s) of archeological occupation relevant to site or collection.		
Historic Designations (check all that apply for property, archeological site, or held-in-trust collection)	☐ National Register ☐ National Register District ☐ State Antiquities Landmark (SAL)	☐ Recorded Texas Historic Landmark (RTHL) ☐ Held-in-Trust Collection ☐ No historic designation

PROJECT INFORMATION			
Grant Type Requested (check only one box)	Architecture ○ Development ○ Planning ○ Historic Resource Survey ○ Acquisition	Archeology ○ Curatorial ○ Development ○ Planning ○ Acquisition	Education ○ Heritage Education

FUNDING REQUEST			
Phase Cost	$	Funding Requested	$
Total Project Cost	$	Funds currently in hand	$

TEXAS PRESERVATION TRUST FUND

Fiscal Year 2023 TPTF Grant Application Narrative Template

NAME OF PROJECT/PROPERTY:

NOTE: All responses are limited to 250 words.

1. **Project Summary:** Provide a summary of the proposed project. As appropriate to the grant type requested, highlight damage and problems that threaten the long-term stability of the property, site, or area, and state specific types of work proposed. Is the property inhabitable? If not, briefly describe why. For archeological sites, is the property currently protected and being monitored? Is full loss of the property or site a possibility? If so, briefly explain why. You will have an opportunity to expand on condition issues in response to questions below.

SCORING CRITERIA—ENDANGERMENT:

2. **Endangerment:** Is the property, site, or collection currently threatened by damage/destruction? Provide an overall assessment of the property, site, or collection, explaining existing conditions and any specific threats. How does the project address endangerment issues as per the Secretary of the Interior's Standards and Guidelines for the appropriate discipline or the requirements of the state Curatorial Facility Certification Program? For education applicants, describe how the project represents an audience whose stories have been historically underrepresented by preservation education; how the project represents a unique, diverse, or historically underrepresented property and/or preservation issue; and how the project represents a subject matter issue that is significant to a historically underrepresented audience. Describe why it is urgent that the project be funded. Provide clear color photographs as per guidelines.

3. **Project Description:** Describe the specific project work to be undertaken, including as appropriate for the grant type, the condition of the property, site, collection, or other historic resources. If an architecture project, is the building currently unoccupied due to its condition? Proposed work must be in conformance with Architecture: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings,* 2017; Archeology: *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation,* 1983; Curatorial: Consistent with standards outlined in the THC's Curatorial Facility Certification Program. Identify the phase or area of work to which TPTF funds would apply.

4. **Completed Work:** Describe any completed work to date.

SCORING CRITERIA: PROJECT VIABILITY:

5. **Historical Significance:** Briefly describe the historical significance of the property(s), site, or collection. If there is no historic designation, indicate if the THC has made a determination of eligibility. If not, address why the building(s) or survey area, archeological site, or archeological collection should be eligible for a designation. As applicable to the historic resource, include the date of construction and other significant dates, such as dates of alterations, overview of the historic resource including physical changes during and after the historic period, and if applicable, information on significant people associated with the historic resource. For buildings, provide copies of historic photographs (3 maximum). Education applicants should identify how the project has the potential to be relevant to other groups in the represented community, or to a broader community, how the project includes a clear strategy for effectively implementing state and national publicity efforts, and how the project includes a clear strategy for applying measurable evaluation criteria to determine the effectiveness of the project.

SCORING CRITERIA—PROJECT VIABILITY:

6. **Project Planning:** Have the organizations, professionals, and partners been identified? If so, do they have the qualifications and ability to assist or execute the project? If you have hired a qualified professional consultant(s), identify the consultant(s) and explain their relevant experience on such a project.

7. **Project Administration:** List who will administer the grant-funded project for the applicant/organization and what is their relevant qualifying experience.

8. **Past Performance:** List and describe any successfully completed projects of similar scope and/or scale undertaken by the applicant. Include work previously completed at the property, district, site, state held-in-trust archeological collection, or on a heritage education project.

9. **Use and Public Benefit:** Identify the current use of the property and anticipated future use. Explain who uses the property on a regular basis. Explain how this project will provide for the continued use of the property and if that promotes its preservation. Explain any public benefit that will be derived from the project.

10. **Funding Sources:** A cash match is required for the grant program. This program is a reimbursement grant, meaning approved project costs are reimbursed to the applicant after they have been incurred and paid. Identify funds currently in hand (amount and source) and the financing plan and sources for the remainder of project costs, addressing both the current phase and overall project costs if applicable.

11. **Other Preservation Efforts:** Has the relationship of the project to other preservation efforts been identified, including local, regional or statewide preservation planning initiatives? Does the project support those efforts?

SCORING CRITERIA—SPECIAL CONSIDERATIONS:

12. Describe any other factors that should be considered, such as: the relationship to other agency programs and initiatives; how the project would enhance the agency's ability to carry out its mission; geographic distribution; the exceptional rarity of the resource or project type (i.e., represents the only known remaining example); how the project presents a unique educational partnership opportunity; how the project addresses issues of diversity or historically underserved communities and resources; or how the state held-in-trust archeological collection includes stabilization of fragile materials such as organic items, metal artifacts, and human remains. Survey projects, historic highway projects, and projects involving the identification and preservation of cultural landscapes are specifically identified in the statewide historic preservation plan to receive special consideration from this program.

ACKNOWLEDGEMENTS: By checking below the applicant acknowledges:

- ☐ One electronic copy of the request must be received via email to tptfgrant@thc.texas.gov by the THC no later than the final deadline of **5 p.m. on February 7, 2022.**
- ☐ This is a reimbursement grant; approved project costs are reimbursed to the applicant after they have been incurred and paid.
- ☐ Commencement of grant-funded work cannot begin prior to the approval of the project proposal, final grant award, and execution of the funding agreement.
- ☐ Upon the award of a grant, all acquisition, development, or archeology planning projects will be required to provide the THC with a preservation easement of limited duration on the property/site.
- ☐ Where applicable, the owner of the property is aware of this grant application and supports the proposed project.
- ☐ The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge. Provide typed name, title, and date in applicant's certification.

APPLICANT'S CERTIFICATION:

SIGNATURE: TITLE: DATE:

TEXAS HISTORICAL COMMISSION

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