



PRESERVING TYLER'S TREASURES FUND

GRANT GUIDELINES & APPLICATION FORM

The Historic Tyler, Inc. Preserving Tyler's Treasures Fund encourages local property owners of residential or commercial properties to rehabilitate their properties in a manner consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. This fund will allow for **exterior** rehabilitation of historic properties fifty years and older.

A maximum of \$15,000 will be awarded in fiscal year 2012. Typical grant amounts range from \$2,000 to \$4,000 with no grant larger than \$5,000. The selection process is anticipated to be very competitive, and applicants are encouraged to develop proposals carefully and to complete the application form with the assistance and guidance of Historic Tyler, Inc.

A dollar for dollar match is required for this project. Proof of available matching funds is required. The review process will be completed within four weeks of the application deadline, and applicants will be notified by e-mail when the review process is complete.

Applications must be received by 5 p.m. central time on December 31, 2011.

Historic Tyler, Inc.
www.historictyler.org
historic@suddenlinkmail.com
815 S. Broadway
P.O. Box 6774, Tyler, TX 75711
903-595-1960

ELIGIBLE APPLICANTS

Owners of property within the city limits of Tyler, Texas, are eligible to apply for grants from the Historic Tyler, Inc. Preserving Tyler's Treasures Fund. Applicants that have received previous or current Historic Tyler financial assistance are eligible provided that all grant requirements are currently being met. Only one grant will be awarded per individual or organization in any grant round, and only one grant from this fund will be awarded for a particular project phase.

GRANT CONDITIONS

- Applicants must be capable of matching the grant amount dollar-for-dollar, as noted above. A cash match is required and can come from new or upgraded private or public sources contributed especially for this project. It can come from registration fees or fundraising activities specifically for this project.
- Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match. Other funding from Historic Tyler may not be used to match this grant.
- Any documents or plans for preservation work must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
- At least three (3) competitive bids/quotes must be obtained for any procurement of services requested through this grant application.
- Grant recipients must include appropriate acknowledgment of Historic Tyler, Inc. financial support in all printed materials and allow Historic Tyler signage on the premises during the duration of the project.
- Disbursement will be made at the discretion of Historic Tyler, Inc.

SELECTION CRITERIA

The selection committee will select grant recipients by considering, among other points, the following criteria:

- Proven necessity of the rehabilitation project requested
- Historic relevance of the structure
- Structure must be at least 50 years old
- Potential for beneficially impacting neighboring properties.
- The project's budget and the applicant's proven ability to secure a match
- Potential to leverage additional funds for the project
- Realistic timeline for the project
- Qualifications of key personnel, including consultants
- Demonstrated ability of the applicant to complete preservation projects

ELIGIBLE EXPENSES

The expenses that can be funded through this grant include architectural plans, contracted professional expertise for **exterior** and structural rehabilitation, and materials.

INELIGIBLE EXPENSES

Ineligible expenses consists of staff salaries, other organizational overhead, acquisition of real property or objects, computer hardware, catering, food, beverage or entertainment expenses incurred with the project.

SCHEDULE

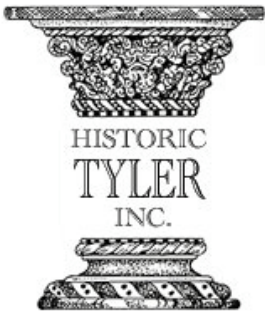
December 31, 2011:	Applications due
January 31, 2012:	Grant awards announced
February 6, 2012:	Grant agreement signed

Grantees have up to six months from the date of the signed grant agreement to complete the proposed project and submit a final report to Historic Tyler, Inc.

HOW TO APPLY

Complete the following application form and e-mail the application to Historic Tyler, Inc. at historic@suddenlinkmail.com. Or the application and relevant attachments may be mailed to Historic Tyler, Inc., P.O. Box 6774, Tyler, TX, 75711.

A confirmation of receipt will be issued via e-mail. If you do not receive a confirmation within 24 hours, please contact Cassie Edmonds, Executive Director of Historic Tyler, Inc. at 903-595-1960.



PRESERVING TYLER'S TREASURES APPLICATION FORM

APPLICANT INFORMATION

Name of Applicant: _____

Property Address: _____

Website (if applicable) _____

Contact (individual responsible for project):

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Daytime Telephone: _____ Fax _____

Mission Statement (for organizations) or Goals of Project (for individuals):

PROJECT DESCRIPTION

Name of Project: _____

Project Summary (50 words or less):

Detailed Project Description. Describe the project's purpose, schedule, and anticipated outcomes. Describe the short-term and long-term impact that will result from this project. Describe any tangible products or outcomes. Describe the role this grant will play in getting the project off the ground (750 words or less):

Describe how the project fills a need for you or your organization and how it goes beyond your current capabilities:

Describe future plans for the project beyond the scope of this grant proposal, if applicable:

Describe the consultant services and skills needed to carry out the project, if applicable:

Provide at least three contractor's names and contact information (*includes address, telephone & tax identification #*). Attach copies of proposals to this application. *At least three proposals are required. HTI retains the right to approve the final contractor prior to the commencement of work.*

1. _____

2. _____

3. _____

How will Historic Tyler's support for the project be acknowledged?

SUPPORTING HISTORIC STRUCTURE INFORMATION

Building Information

Is the building (*check all that apply; registration is not a requirement for eligibility.*):

- Listed on the National Register of Historic Places
- Not listed but eligible for listing on the National Register of Historic Places
- Structure is located within one of Tyler's six Historic Districts
- Has a Historic Landmark Plaque
- Structure is a Tyler Landmark

Dates(s) of original construction of building (if known)

Original architect (if known)

Please attach any additional historic or architectural information to this application.

Current photos of the property must accompany this application

PROJECT BUDGET

The project budget pertains to the proposed Historic Tyler grant-funded activity only. Please be sure the budget balances – the total income amount must equal the total expense amount.

Historic Tyler, Inc. grant funds must be matched on at least a 1:1 cash basis. Attach evidence of anticipated or confirmed sources of funding and other support. Staff time, overhead costs and donated services or materials cannot be used as match. Matching funds must come from non-Historic Tyler sources.

<u>INCOME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
PTT Grant <i>(Amount requested from Historic Tyler not to exceed \$5,000)</i>	\$ _____	
Matching Funds <i>(Identify sources and note if funding is anticipated or secured)</i>	\$ _____	_____

Total Project Income	\$ _____	

<u>APPLICABLE EXPENSES -</u> <i>Attach required estimates</i>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Materials	\$ _____	_____

Contractors Fees	\$ _____	_____

Other	\$ _____	_____

Total Project Expenses	\$ _____	

CERTIFICATION

I, the applicant or duly authorized representative of the applicant, am submitting this request for a grant from the Historic Tyler Preserving Tyler's Treasures Fund.

Name: _____ Title: _____

Signature: _____ Date: _____

Amount requested from the Historic Tyler, Inc. Preserving Tyler's Treasures Fund:

\$ _____
(*\$5,000 maximum*)

Reminder, please attach to this form:

- Three contractors' estimates for the repair work.
- At least four (4) color digital photographs*:
 - Two (2) of the exterior
 - One (2) showing problem area
- Any additional historic and/or architectural information that you know about your building
- Copies of estimates or contracts for repair work that would include the contractors' scope of work, fees, and guarantees such as a letter of credit, performance bond or other surety.

** Digital photographs should be high resolution and of good visual quality. Try to avoid excessively dark images. These photographs may be the only image Committee Members will view of your building. Please submit your photos on a disk or via email as an attachment to historic@suddenlinkmail.com*

**Completed applications must be received by
Saturday, Dec 31, 2011**

**Preserving Tyler's Treasures Grant Program
Historic Tyler, Inc.
P.O. Box 6774
Tyler, TX 75711**

Or

Sent via e-mail to historic@suddenlinkmail.com

***For additional information contact:
Cassie Edmonds, HTI Executive Director,
903-595-1960***