



## Preservation Fund Grant Information

Texas Dance Hall Preservation (TDHP) is pleased to offer a matching-grant program for the restoration or renovation of historic Texas dance halls.

### Who Can Apply

Grants can be awarded to any public or private non-profit organization that is the owner or lessee of an eligible dance hall. To be considered a “dance hall”:

- The building must have been used for community dances at some point in its history; it is not required to currently be in use for dancing, although we prefer to award grants to halls that are available for use by the community, rather than used for storage or other non-public functions.
- A dance hall may be a freestanding building or part of a larger building (e.g., on one floor of a multi-story commercial building).
- The hall must still include a dedicated dance floor and a stage or other designated area for bands.
- The hall may include a bar, kitchen, and eating area, but the hall’s primary use must have been as a dance hall or community hall, not as a restaurant or bar.
- The hall must be largely intact; it cannot be a ruin or partially destroyed.

To be eligible for this grant, applicants must have a current tax-exempt status determination letter from the IRS. Any 501c organization may apply. (Unfortunately, due to IRS rules, we are not allowed to make cash grants to for-profit organizations. TDHP provides other services, including technical assistance, to those halls.)

For the Fall 2020 grant round, there are two tiers of grants available:

- **TDHP Member Halls** may request up to \$5,000. This is a \$2 - \$1 matching grant. (example, if requesting \$4,000 from TDHP, the applicant must match \$2,000)
- **Non TDHP Member** halls may request up to \$2,500. This is a \$1-to-\$1 matching grant.

Applicants that have the matching funds in hand prior to submitting this application receive an extra point in the scoring process. Matches can be in the form of actual cash on hand, or in-kind donations.

Current TDHP Hall members receive an extra point in the scoring process. Preference will be given to halls that have not received grants from TDHP in the past.



## **Eligible Projects**

This grant program is limited to building condition assessments (by qualified building professionals such as architects or structural engineers, which result in written reports) and building repairs/updates.

All projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties (<https://www.nps.gov/tps/standards.htm>); we are available to discuss plans with applicants in advance, to help make sure that this requirement is met. We may consult with the Texas Historical Commission for additional guidance, if needed.

*Work that has been completed is not eligible for this grant program.* Work that is in progress is also not eligible.

If you receive a grant, the project must begin within three months after receiving grant funding and must be completed within 18 months.

Once the project is complete, grantees must submit a Final Report showing the finished work. Please plan to take in-progress photos during the project. See Final Report Instructions for further details.

Grantees may not apply for an additional grant until the previous grant-funded project(s) are completed and their Final Report has been submitted.

## **Submitting the Application**

Applicants may submit proposals at any time. Complete applications will be reviewed twice a year. A complete application must be received by March 1 for consideration in the Spring, and by October 1 for consideration in the Fall of 2020.

Applications may be submitted on paper or electronically. Your application must be postmarked or emailed by the deadline in order to be considered at the next board meeting.

**To submit an application via email**, send all materials to [admin@texasdancehall.org](mailto:admin@texasdancehall.org).

**To submit an application via mail**, send all application materials to:

Texas Dance Hall Preservation, Inc.  
3005 S Lamar Blvd, Ste D-109 #315  
Austin, TX 78704

## **Application Selection and Notification**

Once we receive your application, TDHP will review it and let you know if we need more information in order to consider your application complete.



A committee of the TDHP Board of Directors, with assistance from the Executive Director, will consider all complete grant applications on a quarterly basis. Please be aware that we are likely to receive more applications than we can fund. Priority will be given to emergency and/or critical repairs.

TDHP will use a pre-established scoring system to rank grant applications. We will try to make grants to as many applicants as possible. As a result, any specific application may not be fully funded by this grant program. TDHP will let you know if grant funds are to be applied to a specific portion of the project.

If your proposal is not selected, you may re-apply by submitting a letter informing us that you wish to re-use the same application or, if the proposal has changed, by submitting a new application. Organizations receiving grant awards will be notified in writing by letter, as well as by email if an email address is provided.

**Questions? Contact us at [admin@texasdancehall.org](mailto:admin@texasdancehall.org).**



## **Preservation Fund Grant Application Instructions**

In order to be considered for a grant, applications must contain all of the following:

1. Preservation Fund Grant Application Cover Sheet, signed by the president, executive director, or other elected or appointed individual with the authority to submit the application on behalf of the organization
2. Information about your organization:
  - Most recent copy of the IRS determination letter which grants the organization federal tax exempt status as a 501(c) organization
  - Most recent copy of the 990 IRS information return (postcard or form)
  - Most recent financial statements (income statement and balance sheet showing proof of matching funds)
  - Organization's annual operating budget
  - Brief history of organization seeking support
  - Statement of organization's goals and purposes, mission and vision
  - List of board of directors and officers of the organization
  - How many times per year is the hall currently being used for events, or is it vacant, or used for a passive activity such as storage?
3. Information about the proposed project:
  - A detailed written description of the proposed work and why it is needed, photographs, architectural drawings (if applicable), any professional reports (structural report, termite inspection, etc.), construction/repair bids (if applicable), and any other information needed to help TDHP understand the project and how it will benefit the organization
  - Project budget, dollar amount requested from TDHP, and other sources and amounts of funding
  - Expected project schedule (amount of time needed to complete the project)
  - If the funding request is not for the entire amount needed for the project, please describe how the project will be completed



## Preservation Fund Grant Application Cover Sheet

Legal Name of Organization:	*
President or Executive Director:	*
Mailing Address:	*
Phone Number:	*
Fax Number (if applicable):	
Email:	
Website:	
Contact Person (if different from above):	*
Address: (if different from above)	
Phone Number:	
Federal Tax ID #:	*
Date of most recent Financial Report:	*
Summary of Proposal: (2–3 sentences)	*
<b>Amount of Request:</b>	*

*\*required*

*If awarded a grant, I give Texas Dance Hall Preservation permission to use my organization's name and photographs of this project on its website, for fundraising purposes, and in promotional materials.*

\_\_\_\_\_  
Signature of President, Executive Director, etc.

\_\_\_\_\_  
Date



## Preservation Fund Grant Final Report Instructions

Congratulations! You have finished your project. Please complete this page and send it to Texas Dance Hall Preservation along with photograph(s) of the completed work, a copy of the invoice or statement documenting the work completed and cost, and proof of payment (cancelled check, etc.)

**To submit your report via email**, send to [admin@texasdancehall.org](mailto:admin@texasdancehall.org).

**To submit your report via mail**, send to:

Texas Dance Hall Preservation, Inc.  
3005 S Lamar Blvd, Ste D-109 #315  
Austin, TX 78704

Thank you for providing this information. We will not share this information with anyone else, but it will help us understand how similar projects might work in the future, and that will benefit your fellow dance hall owners.

1. When did the work begin, and when was it completed?

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. How much did the project cost? Was this more or less than your budget?

3. Did you encounter any obstacles? If so, what were they?

4. Would you do anything differently, if you had to do this again?