



## 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 can provide other services, including technical assistance to those halls, if requested.)

For the Spring 2021 grant round, there are two tiers of grants available:

- **TDHP Member Halls** may request up to \$5,000. This grant requires a \$1 match for every \$2 of grant funds. For example, an applicant requesting \$4,000 from TDHP must provide at least \$2,000 toward the total project cost.
- **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 (materials only) 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

A complete application must be received by **April 19, 2021** for consideration in the Spring, and by October 1 for consideration in the Fall.

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

## Additional Important Information

- **Photographs:** Clear photographs of current conditions must be submitted. Please make sure the photographs are in focus, well lit, and clearly show the issue to be addressed by the grant funds. Photographs can be digital or printed.
- **Description of the project:** Applications must include a detailed description of the problems or conditions that will be addressed with grant funds. Please describe exactly what the need is, with descriptions of any previous repairs, how old the element/system is that needs repairs, and why this particular issue was chosen for grant funding. Professional assessments are helpful, but the applicant must give an

overall description of the condition. A sketch plan of the hall, with the project area indicated is helpful. Please describe which part of the project the grant will fund.

- **Scope of project:** Applicants must choose a single project to be addressed with each grant. We realize some halls will have multiple issues requiring attention; the grant application should present the highest priority project for the hall.
- **Estimates of project cost:** Applications must include **two** written cost estimates from two professional, licensed contractors/vendors for the proposed project.
- **Submitting:** Applications should be complete when they are submitted. Incomplete applications will not be accepted. Please refer to the checklist to make sure all required pieces of the application are included before submitting.
- **Financial need:** Financial need will be a consideration for applications, with preference given to halls with demonstrated financial hardship. Financial information for the previous 12 months will be required.
- **Matching:** TDHP preservation grants are matching grants. Applicants must explain how they plan to match the grant amount using their own funds, funds donated to them, or in-kind donations of *materials only*. Material in-kind donations must be documented by the donor. For example, a roofer who donates \$2,000 in shingles should provide the applicant with an invoice showing the regular price of the material as well as the amount of the donation as a discount.

### **Application Selection and Notification**

Once we receive your application, TDHP will review it and let you know if we need clarification on any of the application pieces.

A committee of the TDHP Board of Directors, with assistance from the Executive Director, will accept all complete grant applications at any time, for consideration in the next grant cycle. 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, your 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 in a future grant round 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. Preservation Fund Grant Application Checklist
3. 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 12 months of 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
  - The number of times per year that the hall is currently being used for events; if it is not used for events, please indicate whether the hall is vacant or used for a passive activity such as storage
4. Information about the proposed project:
  - A detailed written description of the proposed work. This should include:
    - Description of why these repairs are needed, any known history of previous repairs, age of current system/condition, why this project was chosen for grant funding
    - Clear photographs, showing current condition. Sketched plan of building with area of work shown.
    - Architectural drawings (if applicable)
    - Related professional reports (structural report, termite inspection, etc.)
    - Construction/repair bids for the proposed project from two (2) professional, licensed contractors

- Any other information needed to help TDHP understand the project and how it will benefit the organization
- Total project budget, the dollar amount requested from TDHP, and other sources and amounts of funding; if the funding request is not for the entire amount needed for the project, please describe how the project will be completed.
- Expected project schedule (amount of time needed to complete the project)



## Preservation Fund Grant Application Cover Sheet

Legal Name of Organization:	*
President or Executive Director:	*
Mailing Address:	*
Phone Number:	*
Fax Number (if applicable):	
Email:	*
Website (if applicable):	*
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.*

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Signature of President, Executive Director, etc.

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Date

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Title

## Preservation Grant Fund Checklist

- Cover sheet
- IRS tax-exempt status determination letter
- Most recent IRS Form 990 or 990-EZ
- Income statement for the past 12 months and balance sheet
- Annual operating budget
- Brief history of the organization
- Mission/vision statement
- List of current Board of Directors
- Hall use information
- Written description of project
- Photographs of existing conditions
- Architectural drawings (if applicable)
- Professional reports (if applicable)
- Two bids for project work from professional, licensed contractors
- Project budget
- Explanation of funding sources and sources of required grant match
- Project schedule

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Signature of President, Executive Director, etc.

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Date

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Title



## Preservation Fund Grant Final Report Instructions

Congratulations! You have finished your project! Thank you for your work in preserving such an important piece of Texas history!

**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.

Please submit:

- Photographs of the completed project
- Copies of invoices relating to the project, showing work completed and cost
- Proof of payment (cancelled check, statement, etc).

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?
  
5. How was your grant application process with TDHP? Will you apply again? What can we do to make the process better, if anything?